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# GOVERNMENT GAZETTE

## BOLETIM OFICIAL

### SUPPLEMENT

#### (SUPLEMENTO)

#### GOVERNMENT OF GOA, DAMAN AND DIU

##### Secretariat

##### Industries and Labour Department

No. LC/4/65

#### Factories Act 1948 (LXIII of 1948)

##### Notification

In exercise of the power conferred by the Factories Act, 1948 (LXIII of 1948) the Government of Goa, Daman and Diu is pleased to make the following rules to carry out the purposes of the Act, the same having been previously published as required vide the provisions of the Act:

#### RULES

##### CHAPTER I

##### Preliminary

1. Short title, extent and commencement. — (1) These rules may be called as the Goa, Daman and Diu Factories Rules 1965.

(2) They extend to the whole of Union Territories of Goa, Daman and Diu.

2. Definitions. — In these rules unless there is anything repugnant in the subject or context: —

(a) «Act» means the Factories Act, 1948.

(b) «Appendix» means an appendix appended to these Rules.

(c) «Belt» includes any driving strap or rope.

(d) «District Magistrate» includes such other official as may be appointed by the State Government in that behalf.

(e) «Form» means a Form prescribed in these rules.

(f) «Fume» includes gas or vapour.

(g) «Health Officer» means the Municipal Health Officer or District Health Officer or such other official as may be appointed by the State Government in that behalf.

(h) «Inspector» means any Inspector appointed under the Act and includes the Chief Inspector of Factories.

(i) «Maintained» means maintained in an efficient state, in efficient working order and in good repair.

(j) «Manager» means the person responsible to the occupier for the working of the factory for the purposes of the Act.

(k) «State Government» means Government of the Union Territories of Goa, Daman and Diu.

(l) «Section» means a section of the Act.

Rules 3 to 11 prescribed under sub-section (1) of Section 6

3. Approval of plans. — (1) An application for obtaining previous permission for the site on which the factory is to be situated and for the construction or extension of a factory shall be made to the Chief Inspector of Factories.

Application for such permission shall be made in Form No. 1 which shall be accompanied by the following documents: —

(a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;

(b) Plans in duplicate drawn to scale showing —

(i) the site of the factory and immediate surroundings and other structures, roads, drains, etc.;

- (ii) the plan, elevation and necessary cross-sections of the various buildings, indicating all relevant details relating to natural lighting ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage ways; and

(c) Such other particulars as the Chief Inspector may require.

(2) If the Chief Inspector is satisfied that the plans are in consonance with the requirements of the Act he shall, subject to such conditions as he may specify, approve them by signing and returning to the applicant one copy of each plan or he may call for such other particulars as he may require to enable such approval to be given.

**4. Prohibition of use of premises as factory without licence.**—No occupier of a factory shall use any premises as a factory except under a licence obtained

or renewed in accordance with the provisions of these rules.

**5. Application for registration and grant of licence.**—(1) The occupier or manager of every factory coming within the scope of this Act after its commencement shall submit to the Chief Inspector an application in triplicate in Form No. 2 for the registration of the factory accompanied by an application in Form No. 3 for the grant of a licence therefor:

Provided that the occupier or manager of a place to which the provisions of the Act are made applicable by a notification under section 85 of the Act shall submit an application within 30 days of the date of that notification.

(2) Every such application shall be accompanied by a treasury receipt, for payment of the fees prescribed for the purpose as specified in the Schedule below:—

#### SCHEDULE

Quantity of H. P. installed (Max. H. P.)	Maximum number of persons to be employed on any day during the year.						
	Upto 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 750	751 and above
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Nil .....	8.00	19.00	38.00	94.00	188.00	282.00	375.00
Up to 10 .....	19.00	38.00	45.00	113.00	225.00	338.00	450.00
Above 10 but not above 50	38.00	57.00	75.00	188.00	375.00	563.00	750.00
Above 50 but not above 100	75.00	94.00	113.00	282.00	563.00	844.00	1,125.00
Above 100 .....	113.00	150.00	188.00	375.00	750.00	1,125.00	1,500.00

Provided that—

(i) fees to be charged for the following classes of factories shall subject to a minimum of Rs. five be half of those specified above if they do not work for more than 180 days in the aggregate in a calendar year:—

- Gur Factories,
- Jarda Factories (tobacco processing),
- Cashewnut Factories,
- Groundnut Decorticating Factories,
- Rice Mills.

(ii) in the case of other factories working for a part of the year, and commencing work on or after 1st day of July, the fees to be charged for the first time shall be half of those specified in the Schedule aforesaid, subject to a minimum of Rs. 5.

**6. Grant of licence.**—(1) The chief Inspector may, on application being made to him under sub-rule (1) of rule 5 and on payment of the fees prescribed in sub-rule (2) of that rule and on being satisfied that there is no objection to the grant of licence applied for, register the factory and grant a licence in Form No. 4, to the applicant to use as factory such premises as are specified in the application and subject to compliance with such conditions as are specified in the licence.

Provided that, subject to the provisions of sub-section (3) of section 6, the Chief Inspector may refuse

to register the factory and grant a licence if he is satisfied—

(i) that an application is not accompanied by plans—

- of the site on which the factory is to be situated,
- for the construction or extension of the factory or

(ii) that the plans so submitted have not been approved by the Chief Inspector of Factories.

(iii) that the factory has not been constructed in accordance with the plans approved by the Chief Inspector or in compliance with the conditions subject to which the plans are approved.

(iv) that material requirements of the relevant provisions specified in Schedules to rule 102 of these Rules in relation to the factory concerned have not been complied with, or

(v) that there is imminent danger to life in the factory due to explosive or inflammable dust, gas or fumes and affective measures, in his opinion, have not been taken to remove the danger.

(2) Subject to the provisions hereinafter contained with respect to cancellation and unless earlier renewed under rule 8 every such licence shall remain in force until the 31st day of December next following and shall then expire.

**7. Amendment of licence.**—(1) A licence granted under rule 6 may be amended by the Chief Inspector.

(2) A licensee shall be required to have his licence amended (if there is change in the name of the factory, or) if the factory or which the licence is granted exceeds the limits specified in the licence in regard to horse-power or the number of persons employed. The licensee whose licence is required to be amended shall submit it to the Chief Inspector with an application stating the nature of the amendment and reasons therefor.

Provided that no amendment of the licence shall be necessary in respect of changes in the number of workers or horse-power or both unless such changes involve higher licence or renewal fee.

(3) Where a licence is required to be amended under sub-rule (2) the fee to be paid for such amendment shall be equal to the difference between the licence or renewal fees due on the basis of the higher number of workers and horse-power and the fees for the grant of licence or renewal thereof already paid for the year or part thereof.

8. **Renewal of licence.**—(1) An application for the renewal of licence shall be made to the Chief Inspector in Form No. 3 accompanied by a treasury receipt for payment of the fees specified in the Schedule attached to rule 5 so as to reach him not later than two months before the date on which the licence is due to expire.

Provided that where a factory commences work on or after the 1st day of November in any year, application for renewal of the licence shall be made on or before the 1st day of January next following.

(2) On receipt of the application under sub-rule (1) the Chief Inspector may, if he is satisfied that there is no objection to the renewal of the licence renew the same or may, after recording his reasons refuse the renewal of the licence applied for on any of the ground specified in the proviso to sub-rule (1) of rule 6:

Provided that where the application for the renewal of the licence is made after the expiry of the due date specified in sub-rule (1), it may be renewed on payment of an additional fee of 25 per cent. of the fee payable for the renewal of the licence.

9. **When licence deemed to be granted or renewed.**—Where an application for the grant or for renewal of licence is duly made in accordance with these Rules, the factory in respect of which the licence is to be granted or renewed, as the case may be, shall be deemed to be duly licensed until such licence is granted or renewed or until an intimation that the grant or renewal of the licence has been refused is communicated to such person.

*Explanation:*—For the purpose of this rule, an application for the grant or renewal of a licence shall be deemed to have been duly made only if it is in the prescribed form and is filled in with all relevant particulars and further is accompanied by a treasury receipt for payment of the fees in accordance with the Schedule annexed to rule 5.

10. **Procedure on death or disability of licensee.**—If a licensee dies or becomes insolvent, the person carrying on the business of such licensee shall not be liable to any penalty under the Act for exercising the powers granted to the licensee by the licence during such time as may reasonably be required to allow him to make an application for the amend-

ment of the licence under rule 6 in his own name for the unexpired portion of the original licence.

11. **Loss of licence.**—(1) Where a licence granted under these rules is lost or destroyed, a duplicate thereof may be granted on payment of a fee of rupees five.

(2) The Chief Inspector may require a licensee to obtain a duplicate licence on payment of rupees five, if the original licence is defaced or spoilt.

Provided that the Chief Inspector may issue a duplicate licence without charge if he is satisfied that there are good and sufficient reasons for doing so.

12. **Mode of payment of fees.**—(1) Every application under these rules shall be accompanied by a treasury receipt showing that the appropriate amount of fee has been paid into the local treasury under the head of account «XXXII Miscellaneous Social and Developmental organisations (in the section «Social and Development Services»)). Fees realised under the Factories Act, 1948».

(2) If an application for the grant, renewal or amendment of a licence is rejected the fee paid shall be refunded to the applicant.

13. **Suspension of licence.**—(1) If before 31st October of any year an occupier notifies his intention in writing to the Chief Inspector that during the year following the premises in respect of which licence is issued will not be used for the working of the factory, the Chief Inspector may suspend the licence granted in respect of such factory.

(2) A licence suspended under sub-rule (1) may be revived on receipt of application for renewal in Form No. 3, accompanied by the licence, for the remaining part of the year, on payment of a surcharge of 10 per cent. in addition to the fees specified in these rules.

14. **Notice of occupation.**—The notice of occupation shall be in Form No. 2.

15. **Notice of change of Manager.**—Notice of the change of Manager shall be in Form No. 5.

## CHAPTER II

### The Inspecting Staff

Rule prescribed under sub-section (1) of section 8

16. **Appointment of Inspectors.**—No person shall be appointed as Inspector for the purposes of the Act, unless he possesses the qualifications as prescribed for such Inspectors by any general or special order of the State Government at the time of his appointment.

Rule prescribed under section 9

17. **Powers of Inspectors.**—An Inspector shall, for the purpose of the execution of the Act, have power to do all or any of the following things, that is to say:—

(a) to photograph any worker, to inspect, examine, measure, copy, photograph, sketch or test, as the case may be, any building or room, any plant, machinery, appliance or apparatus; any register or document or anything provided for the purpose of

securing the health, safety or welfare of the workers employed in a factory;

(b) in the case of an Inspector who is a duly qualified medical practitioner to carry out such medical examinations as may be necessary for the purposes of his duties under the Act;

(c) to prosecute, conduct or defend before a Court any complaint or other proceeding arising under the Act or in discharge of his duties as an Inspector:

Provided that the powers of the District Magistrates and such other public officers as are appointed to be additional Inspectors shall, unless otherwise expressly provided in the notification under sub-section (5) of section 8, be limited to the inspection of factories in respect of the following matters namely:—

Cleanliness (section 11), Over-crowding (section 16), Lighting (section 17), Drinking water (section 18), Latrines and urinals (section 19), Spit-toons (section 20), Precautions in the case of fire (section 38), Welfare (Chapter V), Working hours of adults (Chapter VI—except the power of exemption under the proviso to section 62), Employment of young persons (Chapter VII), Leave with wages (Chapter VIII) and Display of notices (section 108):

Provided further that—

- (i) the District Magistrate shall not pass any original orders or remarks under sections 11, 17 and 38 of the Act but shall limit and confine his orders or remarks under those sections to the points to which the full time Inspector of Factories, has already directed the attention of manager or occupier of the Factory as the case may be;
- (ii) all additional Inspectors except District Magistrates shall report the defects found and remedies suggested for enforcing compliance with requirements of sections referred to above, to the Chief Inspector who shall pass final orders in each case.

Rule prescribed under sub-section (4) of section 10

18. Duties of Certifying Surgeon. — (1) For purposes of the examination and certification of young persons who wish to obtain certificates of fitness, the Certifying Surgeon shall arrange a suitable time and place for the attendance of such persons, and shall give previous notice in writing of such arrangements to the managers of factories situated within the local limits assigned to him.

(2) The Certifying Surgeon shall issue his certificates in Form No. 6. The foil and counterfoil shall be filled in and the left hand thumb mark of the person in whose name the certificate is granted shall be taken on them. On being satisfied as to the correctness of the entries made therein and of the fitness of the person examined, he shall sign the foil and initial the counterfoil and shall deliver the foil to the person in whose name the certificate is granted. The foil so delivered shall be the certificate of fitness granted under section 69. All counterfoils shall be kept by the Certifying Surgeon for a period of at least 2 years after the issue of the certificate.

(3) If a certificate of fitness issued to a young person is lost, on receipt of an application for the grant of a duplicate, the Certifying Surgeon, after making such inquiries as he deems fit, may grant a

duplicate thereof. Such application shall be forwarded through the occupier of the factory where young person is employed.

(4) (a) A fee of Re. 1 shall be payable for the issue of every certificate of fitness issued under rule 18(2) and shall be paid by the occupier;

(b) A fee of 50 Ps. shall be payable of the issue of every duplicate every certificate under rule 18(3) and shall be paid by the occupier.

(5) The Certifying Surgeon shall, upon request by the Chief Inspector, carry out such examination and furnish him with such report as he may indicate for any factory or class or description of factories where—

(a) cases of illness have occurred which it is reasonable to believe are due to the nature of the manufacturing process carried on, or other conditions of work prevailing therein, or

(b) by reason of any change in the manufacturing process carried on or in the substances used therein, or by reason of the adoption of any new manufacturing process or of any new substances for use in a manufacturing process, there is a likelihood of injury to the health of workers employed in that manufacturing process, or

(c) young persons are, or are about to be, employed in any work which is likely to cause injury to their health.

(6) For the purpose of the examination of persons employed in processes covered by the Rules relating to Dangerous Operations, the Certifying Surgeon shall visit the factories within the local limits assigned to him at such intervals as are prescribed by the Rules relating to such dangerous operations.

(7) At such visits the Certifying Surgeon shall examine the persons employed in such processes and shall record the result of his examination in a register known as the Health Register (Form No. 7) which shall be kept by the factory manager and produced to the Certifying Surgeon at each visit.

(8) If the Certifying Surgeon finds as a result of his examination that any person employed in such process is no longer fit for medical reasons to work in that process, he shall suspend such person from working in that process for such time as he may think fit and no person after suspension shall be employed in that process without the written sanction of the Certifying Surgeon in the Health Register.

(9) The Manager of a factory shall afford to the Certifying Surgeon facilities to inspect any process in which any person is employed or is likely to be employed.

(10) The manager of a factory shall provide for the purpose of any medical examination which the Certifying Surgeon wishes to conduct at the factory (for his exclusive use on the occasion of an examination) a room which shall be properly cleaned and adequately ventilated and lighted and furnished with a screen, a table (with writing materials) and chairs.

### CHAPTER III

#### Health

Exemptions under sub-section (2) of section 11

19. Cleanliness of walls and ceilings. — (1) Clause (d) of sub-section (1) of section 11 of the Act shall not apply to the class or description of the

Factories or parts of factories specified in the Schedule hereto:

Provided that they are kept in a clean state by washing, sweeping, brushing, dusting, vacuum-cleaning or other effective means:

Provided further that the said clause (d) shall continue to apply —

(i) as respects factories or parts of factories specified in Part A of the said Schedule, to work-rooms in which the amount of cubic space allowed for every person employed in the room is less than 15 cu. meters;

(ii) as respects factories or parts of factories specified in Part B of the said Schedule, to work-rooms in which the amount of cubic space allowed for every person employed in the room is less than 75 cu. meters;

(iii) to engine houses, fitting shops, lunch-rooms, canteens, shelters, creches, cloak rooms, rest rooms and wash-places; and

(iv) to such parts of walls, sides and tops to passages and staircases as are less than 6 metres above the floor or stair.

(2) If it appears to the Chief Inspector that any part of a factory to which by virtue of sub-rule (1) any of the provisions of the said clause (d) do not apply, or apply as varied by sub-rule (1) is not being kept in a clean state, he may by written notice require the occupier to white wash or colour wash, wash paint or varnish the same and in the event of the occupier failing to comply with such requisition within two months from the date of the notice, sub-rule (1) shall cease to apply to such part of a factory, unless the Chief Inspector otherwise determines.

#### SCHEDULE

##### Part A

Brick and tile works in which unglazed bricks or tiles are made.

Stone, slate and marble works.

The following parts of factories: —

Rooms used only for the storage of articles.

Rooms in which the walls or ceilings consist of galvanised iron, glazed bricks, glass, slate, asbestos, bamboo, thatch.

Parts in which dense steam is continuously evolved in the process.

Part in which pitch, tar or like material is manufactured or is used to a substantial extent, except in brush works.

The parts of a glass factory known as the glass house. Rooms in which graphite is manufactured or is used to a substantial extent in any process.

Parts in which coal, coke, oxide or iron, ochre, lime or stone is crushed on ground.

Parts of walls, particulars, ceilings or tops of rooms which are at least 7 metres above the floor.

Ceilings or tops of rooms in print works, bleach works or dye works, with the exception of finishing rooms or warehouses.

Inside walls of oils mills below a height of 1.5 metres from the ground floor level. Inside walls in tanneries below a height of 5 feet, from the ground floor level where a wet process is carried on.

##### Part B

Coach and motor body works.

Electric generating or transforming stations.

Engineering works.

Foundries other than foundries in which brass casting is carried on.

Gur factories.

Ship-building works.

Those parts of factories where unpainted or unvarnished wood is manufactured.

Register prescribed under sub-section (1) of section 11

20. Record of white-washing, etc. — The record of dates on which white-washing, colour, washing,

varnishing, etc., are carried out shall be entered in a Register maintained in Form 8.

Rule prescribed under sub-section (1) of section 11 and section 112

21. Compound to be kept clean. — The compound surrounding every factory shall be maintained in a sanitary and clean condition free of rubbish, filth or debris.

Rule prescribed under sub-section (2) of section 12

22. Disposal of trade waste and effluents. — (1) In the case of a factory where the drainage system, is proposed to be connected to the public sewerage system, prior approval of the arrangements made shall be obtained from the local authority.

(2) In the case of factories other than those mentioned in sub-rule (1) prior approval of the arrangements made for the disposal of trade-wastes and effluents shall be obtained from the Health Officer.

Rule 23 to 27 prescribed under sub-section (4) of section 17

23. Lighting application and commencement. — (1) Subject as in these Rules provided, rules 23 to 27 shall apply to factories in which persons are being regularly employed in a manufacturing process or processes for more than 48 hours a week, or in shifts provided that nothing in these rules shall be deemed to require the provision of lighting of a specified standard in any building or structure so constructed that, in the opinion of the Chief Inspector, it would not be reasonably practicable to comply with such requirement.

(2) Rules 23 to 27 shall come into force, in respect of any class or descriptions of factories, on such dates as the State Government may, by notification in the Official Gazette, appoint in this behalf.

24. Lighting of interior parts. — (1) The general illumination over those interior parts of a factory where persons are regularly employed shall be not less than 30 lux measured in the horizontal plane at a level of 90 cms. above the floor.

Provided that in any such parts in which the mounting height of the light source or general illumination necessarily exceeds 7.5 metres measured from the floor or where the structure of the room or the position or construction of the fixed machinery or plant prevents the uniform attainment of this standard, the general illumination at the said level shall be not less than 10 lux and where work is actually being done the illumination shall be not less than 30 lux.

(2) The illumination over all other interior parts of the factory over which persons employed pass shall when and where a person is passing, be not less than 5 lux at floor level.

(3) The standard specified in this rule shall be without prejudice to the provision of any additional illumination required to render the lighting sufficient and suitable for the nature of the work.

25. Prevention of glare. — (1) Where any source of artificial light in the factory is less than five metres above floor level no part of the light source or of the lighting fitting having a brightness greater than 5 lamberts shall be visible to persons whilst normally employed within 30 metres of the source, except where the angle of elevation from the eye to

the source or part of the fitting as the case may be exceeds 20°.

(2) Any local light that is to say, an artificial light designed to illuminate particularly the area or part of the area of work of a single operative or small group of operatives working near each other, shall be provided with a suitable shade of opaque material to prevent glare or with other effective means by which the light source is completely screened from the eyes of every person employed at a normal working place, or shall be so placed that no such person is exposed to glare therefrom.

**26. Power of Chief Inspector to exempt.** — Where the Chief Inspector is satisfied in respect of any particular factory or part thereof or in respect of any description of workroom or process that any requirements of rules 23 to 25 is inappropriate or is not reasonably practicable, he may by order in writing exempt the factory or part thereof, or description of workroom or process from such requirement to such extent and subject to such condition as he may specify.

**27. Exemption from rule 24.** — (1) Nothing in rule 24 shall apply to the parts of factories respectively specified in Part II of the said Schedule.

(2) Nothing in sub-rule (i) of rule 24 shall apply to the factories or parts of the factories respectively specified in part II of the said schedule.

#### SCHEDULE

##### Part I

Parts of factories in which light sensitive photographic materials are made or used in an exposed condition or where such exposing operations are carried on.

##### Part II

Gas works.  
Coke Oven Works.  
Electrical stations.  
Flour Mills.  
Maltings and Breweries.  
Parts of factories in which the following processes are carried on: —  
Concrete or artificial stone making.

Rules 28 to 33 prescribed under sub-section (1) of Section 18

**28. Quantity of drinking water.** — The quantity of drinking water to be provided for the workers in every factory shall be at least five litres a day per worker employed in the factory and such drinking water shall be readily available at all times during working hours.

**29. Source of supply.** — The water provided for drinking shall be supplied —

- (a) from the taps connected with a public water supply system, or
- (b) from any other source approved in writing by the Health Officer.

**30. Storage of water.** — If drinking water is not supplied from taps connected with a public water supply system which is continuous such water shall be kept in suitable vessels with taps and dust-proof cover, placed on raised platforms in the shade with drains to carry away the waste water. Such vessels shall always be kept scrupulously clean and the waste water renewed at least once every day. Where the water is drawn from the tube wells, such water may be drawn in vessels direct from supply taps.

**31. Cleanliness of wells or reservoir.** — (1) Drinking water shall not be supplied from any open well or reservoir unless it is so constructed, situated, protected and maintained as to be free from the possibility of pollution by chemical, or bacterial and extraneous impurities.

(2) Where drinking water is supplied from such well or reservoir the water in it shall be sterilised once a week or more frequently if the Inspector by written order so requires, and the date on which sterilising is carried out shall be recorded:

Provided that this requirement shall not apply to any such well or reservoir if the water therein is filtered and treated to the satisfaction of the Health Officer before it is supplied for consumption.

**32. Report from Health Officer.** — The Inspector may by order in writing direct the Manager to obtain at such time or at such intervals as he may direct a report from the Health Officer as to fitness for human consumption of the water supplied to the workers, and in every case to submit to the Inspector a copy of such report as soon as it is received from the Health Officer.

**33. Water Centres.** — In every factory wherein more than 250 workers are ordinarily employed —

- (a) the drinking water supplied to the workers shall from the 1st March to 30th November in every year be cooled by ice or other effective method:

Provided that if ice is placed in the drinking water, the ice shall be clean and wholesome and shall be obtained only from a source approved in writing by the Health Officer;

- (b) (i) the cooled drinking water shall be supplied in every canteen, lunch-room and rest-room and also at conveniently accessible points throughout the factory which for the purpose of these Rules shall be called «Water Centres»;
- (ii) at least one such centre shall be provided on each floor if the factory has more than one floor;

- (c) the «Water Centres» shall be sheltered from the weather and adequately drained;

- (d) (i) the number of «Water Centres» to be provided shall be one «Water Centres» for every 150 workers or part thereof employed at any one time in the factory:

Provided that in the case of a factory where the number of workers employed exceeds 450, it shall be sufficient if there is one «Water Centre» as aforesaid for every 150 workers up to the first 450 and one for every 450 workers or part thereof thereafter, and in counting the number, account shall be taken of the maximum number of workers working at any time during the day;

- (ii) where drinking water is provided through taps or through drinking fountains each «Water Centre» shall have at least three such taps or fountains. The taps or fountains, shall be at least 2 feet apart, and shall have a trough to drain away the spilt water. The trough and the walls and platform near the tap shall be laid in glazed tiles;



Provided that where mechanical refrigerating units with drinking water fountains distributed throughout the factory, are provided, the number of «Water Centres» may not be according to the standard prescribed under sub-clause (i) above, as long as the total number of fountains provided is in accordance with the prescribed standard if the number of «Water Centres» as prescribed in sub-clause (i) were provided;

- (e) (i) every «Water Centre» shall be maintained in a clean and orderly condition;
- (ii) every «Water Centre» shall be in charge of a suitable person who shall distribute the water and who shall be provided with clean clothes while on duty:

Provided that in respect of factories where mechanical refrigerating units and taps are provided to the satisfaction of the Chief Inspector, he may exempt such a factory on an application made by the manager from the provisions of sub-clause (ii) on such conditions as he may deem fit.

**Rules prescribed under sub-section (3) of section 19**

**34. Latrine Accommodation.** — Latrine accommodation shall be provided in every factory on the following scale:

- (a) where females are employed, there shall be at least one latrine for every 25 females;
- (b) where males are employed, there shall be at least one latrine for every 25 males: provided, that, where the number of males employed exceeds 100, it shall be sufficient if there is one latrine for every 25 males up to the first 100, and one for every 50 thereafter.

In calculating the number of latrines required under this Rule, any odd number of workers less than 25 or 50, as the case may be, shall be reckoned as 25 or 50 and the number of workers to be considered shall be the maximum number employed at any time during the day.

**35. Privacy of latrines.** — Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.

**36. Sign boards to be displayed.** — Where workers of both sexes are employed, there shall be displayed outside each latrine block a notice in the language understood by the majority of the workers «For Men Only» or «For Women Only» as the case may be. The notice shall also bear the figure of a man or of a woman as the case may be.

**37. Urinal Accommodation.** — There shall be at least one urinal for every 50 male workers or part thereof employed at a time; provided that where the number of males employed exceeds 500 it shall be sufficient if there is one urinal for every 50 males up to the first 500 and one for every 100 or part thereof thereafter.

**38. Latrines and Urinals to conform to public health requirements.** — Latrines and Urinals other than those connected with an efficient water borne sewage system, shall comply with the requirements of the Public Health Authorities.

**39. Certain latrines and urinals to be connected to sewerage system.** — When any general system of underground sewerage with an assured water supply for any particular locality is provided in a municipality, all latrines and urinals of a factory situated in such locality shall, if the factory is situated within 100 feet of an existing sewer, be connected with that sewerage system.

**40. White-washing, colour-washing of latrines and urinals.** — The walls, ceilings and partition of every latrine and urinal shall be white-washed or colour-washed and the white-washing or colour-washing shall be repeated at least once in every period of four months. The dates on which the white-washing or colour-washing is carried out shall be entered in the prescribed Register (Form No. 8):

Provided that this Rule shall not apply to latrines and urinals, the walls ceilings or partitions of which are laid in glazed tiles or otherwise finished to provide a smooth, polished impervious surface and that they are washed with suitable detergents and disinfectants at least once in every period of four months.

**41. Construction and maintenance of drains.** — All drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed and the effluent disposed of by connecting such drains with a suitable drainage line:

Provided that, where there is no such drainage line, the effluent shall be deodorized and rendered innocuous and then disposed of in a suitable manner to the satisfaction of the Health Officer.

**42. Water taps on latrines.** — Water taps, conveniently accessible, shall be provided in or near such latrine accommodation. There shall be at least one tap for every ten latrines or part thereof. The water taps shall be connected to the Municipal water supply or to an overhead storage tank of sufficient capacity, so that water is available from the taps during all hours when the workers are in the factory.

**Rules prescribed under sub-section (2) of section 20**

**43. Number and location of spittoons.** — The number and location of the spittoons to be provided shall be to the satisfaction of the Inspector. Such spittoons shall be placed on a stand or a bracket 90 cms. high.

**44. Type of spittoons.** — The spittoons shall be of either of the following types: —

- (a) a galvanized iron container with a conical funnel-shaped cover. A layer of suitable disinfectant liquid shall always be maintained in the container; or
- (b) a container filled with dry, clean sand, and covered with a layer of bleaching powder; or
- (c) any other type approved by the Chief Inspector.

**45. Cleaning of spittoons.** — The spittoons mentioned in clause (a) of rule 44 shall be emptied, cleaned and disinfected at least once every day; and the spittoons mentioned in clause (b) of rule 44 shall be cleaned by scrapping out the top layer of sand as often as necessary or at least once every day.

## CHAPTER IV

## Safety

Further precautions prescribed under sub-section (2) of section 21

**46. Further safety precautions.**—Without prejudice to the provisions of sub-section (1) of section 21 in regard to the fencing of machines, the further precautions specified in the Schedules annexed hereto shall apply to the machines noted in each Schedule

## SCHEDULE I

## Wood-working Machinery

**1. Definitions:** For the purposes of this Schedule:

(a) Wood-working machine means a circular saw, band saw, planning machine, chain mortising machine or verticle spindle moulding machine operating on wood cork.

(b) Circular saw means a circular saw working in a bench (including a rack bench) but does not include a pendulum or similar saw which is moved towards the wood for the purpose of cutting operation.

(c) Band saw means a band saw, the cutting portion of which runs in a vertical direction but does not include a log saw or band re-sawing machine.

(d) Planning machine means a machine for overhead planning or for thicknessing or for both operations.

**2. Stopping and starting device:** An efficient stopping and starting device shall be provided on every wood-working machine. The control of this device shall be in such a position as to be readily and conveniently operated by the person in charge of the machine.

**3. Space around Machines:** The space surroundings every wood-working machine in motion shall be kept free from obstruction.

**4. Floors:** The floor surrounding every wood-working machine shall be maintained in good and level condition and shall not be allowed to become slippery, and as far as practicable shall be kept free from chips or other loose material.

**5. Training and Supervision:** (1) No person shall be employed at a wood-working machine unless he has been sufficiently trained to work that class of machine or unless he works under the adequate supervision of a person who has a thorough knowledge of the working of the machine.

(2) A person who is being trained to work a wood-working machine shall be fully and carefully instructed as to the dangers of the machine and the precautions to be observed to secure safe working of the machine.

**6. Circular saws:** Every circular saw shall be fenced as follows:

(a) Behind and in direct line with the saw there shall be a riving knife which shall have a smooth surface, shall be strong rigid and easily adjustable, and shall also conform to the following conditions:

(i) The edge of the knife nearer the saw shall form an arc of a circle having a radius not exceeding the radius of the largest saw used on the bench.

(ii) The knife shall be maintained as close as practicable to the saw having regard to the nature of the work being done at the time, and at the level of the bench table the distance between the front edge of the knife and the teeth of the saw shall not exceed 10 m.m.

(iii) For a saw of a diameter of less than 60 cms. the knife shall extend upwards from the bench table to within 25 m.m. of the top of the saw, and for a saw of a diameter of 60 cms. or over shall extend upwards from the bench table to a height of at least 22.5 cms.

(b) The top of the saw shall be covered by a strong and easily adjustable guard, with a flange at the side of the saw farthest from the fence. The guard shall be kept so adjusted that the said flange shall extend below the roots of the teeth of the saw. The guard shall extend from the top of the riving knife to a point as low as practicable at the cutting edge of the saw.

(c) The part of the saw below the bench table shall be protected by two plates of metal or other suitable materials one on each side of the saw; such plates shall not be more than six inches apart, and shall extend from the axis of the saw outwards to a distance of not less than two inches beyond

the teeth of the saw. Metal plates, if not beaded, shall be of a thickness of at least 2.5 m.m. or if beaded be of a thickness of at least 1.25 m.m.

**7. Push sticks:** A push stick or other suitable appliance shall be provided for use at every circular saw and at every vertical spindle moulding machine to enable the work to be done without unnecessary risk.

**8. Band Saws:** Every band saw shall be guarded as follows:

(a) Both sides of the bottom pulley shall be completely encased by sheet or expanded metal or other suitable material.

(b) The front of the top pulley shall be covered with sheet or expanded metal or other suitable material.

(c) All portions of the blade shall be enclosed or otherwise securely guarded except the portion of the blade between the bench table and the top guide.

**9. Planning Machines:** (1) A planning machine (other than a planning machine which is mechanically fed) shall not be used for overhand planning unless it is fitted with a cylindrical cutter block.

(2) Every planning machine used for overhand planning shall be provided with a «bridge» guard capable of covering the full length and breadth of the cutting slot in the bench and so constructed as to be easily adjusted both in a vertical and horizontal direction.

(3) The feed roller of every planning machine used for thicknessing, except the combined machine for overhand planning and thicknessing shall be provided with an efficient guard.

**10. Vertical spindle moulding machine:** (1) the cutter of every vertical spindle moulding machine shall be guarded by the most efficient guard having regard to the nature of the work being performed.

(2) The wood being moulded at a vertical spindle moulding machine shall if practicable, be held in a jig or holder of such construction as to reduce as far as possible the risk of accident to the worker.

**11. Chain mortising machines:** The chain of every chain mortising machine shall be provided with a guard which shall enclose the cutters as far as practicable.

**12. Adjustment and maintenance of guards:** The guards and other appliances required under this Schedule shall be:

(a) maintained in an efficient state.

(b) constantly kept in position while the machinery is in motion, and

(c) so adjusted as to enable the work to be done without unnecessary risk.

**13. Exemption:** Paragraphs 6, 8, 9 and 10 shall not apply to any wood-working machine in respect of which it can be proved that other safeguards are provided, maintained and used which render the machine as safe as it would be if guarded in the manner prescribed in this Schedule.

Rules prescribed under sub-section (1) of section 22 and section 112

**47. Register of specially trained adult workers.**—Register of workers attending to machinery as provided in sub-section (1) of section 22 shall be in Form No. 9.

**48. Tight fitting clothing.**—(1) A worker required to wear tight fitting clothing under sub-section (1) of section 22 shall be provided by the occupier with such clothing which shall consist of at least a pair of closely fitting shorts and a closely fitting half sleeve shirt or vest. Such clothing shall be returned to the occupier on termination of service or when new clothing is provided.

Rule prescribed under section 41

**49. Belts, etc., to be regularly examined.**—All belts shall be regularly examined to ensure that the joints are safe and the belts at proper tension.

Rule prescribed under sub-section (2) of section 23

**50. Employment of young persons on dangerous machines.**—The following machines shall be deemed to be of such dangerous character that young persons



shall not work at them unless the provisions of section 23(1) are complied with:—

Power presses other than hydraulic presses;  
Milling machines used in the metal trades;  
Guillotine machines;  
Circular saws;  
Platen printing machines.

Rules prescribed under sub-section (1) of section 28

**51. Hoist examination — particulars of.**— A Register shall be maintained to record particulars of examination of hoists or lifts and shall give particulars as shown in Form No. 10.

Exemption under sub-section (4) of section 28

**52. Exemption of certain hoists and lifts.**— In pursuance of the provisions of sub-section (4) of section 28, in respect of any class or description of hoist or lift specified in the first column of the following Schedule, the requirements of the section 28 specified in the second column of the said Schedule and set opposite to that class of description of hoist or lift shall not apply.

#### SCHEDULE

I	II
Class or description of hoist or lift	Requirements which shall not apply
Hoist or lifts mainly used for raising materials for charging blast furnaces or lime kilns.	Sub-section (1) (b) in so far as it requires a gate at the bottom landing; sub-section (1) (d); sub-section (1) (e).
Hoists not connected with mechanical power and which are not used for carrying persons.	Sub-section (1) (b) in so far as it requires the hoistway or liftways enclosures to be so constructed as to prevent any person or thing from being trapped between any part of the hoist or lift and any fixed structure or moving part; sub-section (1) (c).

Rules prescribed under sub-section (2) of section 29

**53. Lifting machines, chains, ropes and lifting tackles.**— (1) No lifting machine and no chain, rope or lifting tackle except a fibre rope or fibre rope sling shall be taken in use in any factory, for the first time therein unless it has been tested and all parts have been thoroughly examined by a competent person and a certificate of such test and examination specifying the safe working load or loads and signed by the person making the test and examination has been obtained and is kept available for inspection.

(2) A register in Form 11 containing the particulars, therein specified shall be kept of every examination made under sub-rule (1). The Register shall be readily available for inspection.

(3) (a) Every jib-crane so constructed that the safe working load may be varied by the raising or lowering of the jib, shall have attached thereto either an automatic indicator of safe working loads or an automatic jib angle indicator and table indicating the safe working loads at corresponding inclination of the jib or corresponding radii of the load.

(b) A table showing the safe working load of every kind and size of chain, rope or lifting tackle in use, and, in the case of a multiple sling, the safe working loads at different angles of the legs shall

be posted in the store room or place, where or in which the chains, ropes or lifting tackles are kept in prominent positions on the premises and no rope, chain or lifting tackle not shown in the table shall be used in a factory unless in the case of lifting tackle, the safe working load thereof, or in the case of a multiple sling, the safe working load at different angles of the legs, is plainly marked upon it.

(4) All rails on which a travelling crane moves and every track on which the carriage of a transporter or runway moves, shall be of proper size and adequate strength and have an even running surface. Every such rail or track shall be properly laid and maintained and shall be adequately supported.

(5) All chains and lifting tackle, except a rope sling, shall, unless they have been subjected to such other heat treatment as may be approved by the State Government, be effectively annealed under the supervision of a competent person at the following intervals, namely:—

(i) All chains, slings, rings, hooks, shackles and swivels used in connection with molten metal or molten slag or when they are made of half inch bar or smaller, at least once in every six months.

(ii) All other chains, rings, hooks, shackles and swivels in general use at least once in every twelve months:

Provided that chains and lifting tackle not in frequent use shall subject to the approval of the Chief Inspector of Factories, be annealed only when necessary and particulars of such annealing shall be entered in a register in Form 11.

(6) Nothing in sub-rule (5) shall apply to the following classes of chains and lifting tackle, namely:—

- (i) Chains made of malleable cast iron.
- (ii) Plate link chains.
- (iii) Chains, rings, hooks, shackles and swivels made of steel or of any non-ferrous metal.
- (iv) Pitched chains, working on sprocket or pocketed wheels.
- (v) Rings, hooks, shackles and swivels permanently attached to pitched chains, pulleys blocks or weighing machines.
- (vi) Hooks and swivels having screw (threaded) parts or ball bearing or other case hardened parts.
- (vii) Socket shackles secured to wire ropes by white-metal capping.
- (viii) Bordeaux connections.
- (ix) Any chain or lifting tackle which has been subjected to the heat treatment known as «normalising» instead of annealing. Such chains and lifting tackle shall be thoroughly examined by a competent person at least once in every twelve months, and particulars of such examination shall be entered in the register in Form 11.

(7) All lifting machine, chains, ropes and lifting tackle except a fibre rope or fibre rope sling, which have been lengthened, altered or repaired by welding or otherwise, shall, not be used again, unless it is adequately tested and examined by a competent person and certified in writing by him to be in order.

(8) No person under 18 years of age and no person who is not sufficiently trained in the working of lifting machines and acquainted with the hazards of the machine shall be employed as driver of a lifting machine, whether driven by mechanical power or otherwise, or to give signals to a driver.

Rules prescribed under sub-section (2) of section 31  
and section 112

**54. Pressure Plant.** — (1) Every plant of machinery other than the working cylinders of prime movers used in a factory, and operated at a pressure greater than atmospheric pressure, shall be —

(a) of good construction, sound material, adequate strength and free from any patent defect;

(b) properly maintained in a safe condition;

(c) fitted with —

(i) a suitable safety valve or other effective device to ensure that the maximum permissible working pressure of the vessel shall not be exceeded;

(ii) a suitable pressure gauge easily visible and designed to show, at all times, the correct internal pressure in lbs. per square inch, or kilograms per square centimeter and marked with a prominent red mark at the safe working pressure of the vessel;

(iii) a suitable stop valve or valves by which the vessel or the system of vessels may be isolated from other vessel or source of supply of pressure;

(iv) a suitable drain cock or valve at the lowest part of the vessel for the discharge of connected liquid.

(d) thorough examined by a competent person —

(i) externally, once in every period of six months, to ensure general condition of the vessel and the working of its fittings, and

(ii) internally, once in every period of twelve months, to ensure condition of the walls, seams, and ties, both inside and outside the vessel, soundness of the parts of the vessel, and the effects of corrosion.

If by reason of construction of the vessel, a thorough internal examination is not possible this examination may be replaced by a suitable hydraulic test which shall be carried out once in every two years; except that where the vessels in continuous process cannot be frequently opened, the period of internal examination may be extended to four years.

(iii) by an hydraulic test at intervals of not more than four years provided that in respect of pressure vessels with thin walls such as sizing cylinders made of copper or any other non-ferrous metal periodic hydraulic test may be dispensed with on the condition that the requirements laid down in clause (11) are fulfilled:

Provided that it shall be sufficient for the purposes of clause (a) if the safety valve, pressure gauge and stop valve or other suitable automatic device are mounted on a pipe line immediately adjacent to the vessel and where there is a range of two or more similar vessels in a plant served by the same pressure lead, only one set of such mountings need be fitted provided they cannot, be isolated from any of the vessels.

(2) Every vessel other than part of a prime mover operated at a pressure greater than atmospheric pressure, and not so constructed as to withstand with safety the maximum permissible working pressure at the source of supply shall be fitted with a suitable reducing valve or other suitable automatic device to prevent the safe working pressure of the vessel being exceeded.

(3) In cases owing to the nature of the process or the action of the contents of the vessel, a pressure gauge or safety valve or both cannot work reliably

a tested and reliable working thermometer with a sufficiently large scale, on which shall be clearly marked the maximum permissible temperature in the vessel or pyrometers or rupture discs in addition to the pressure gauge and safety valve may be fitted as may be directed by the Chief Inspector:

(4) If during thorough examination doubt arises as to the ability of vessel to work safely until the next examination provided for in these rules then the competent person shall enter in the register prescribed a reasoned statement to authorise the vessel for further work subject to a lowering of pressure or to more frequent inspection or subject to both of these requirements.

(5) No vessel which has undergone alterations or repairs shall be taken into use unless it is thoroughly examined by a competent person.

(6) A report of the result of every examination made shall be completed in the Form no. 12 and signed by the person making the examination and shall be kept available for perusal by a Inspector at any time while the vessel is in service or in any such manner as is approved by the Chief Inspector of Factories.

(7) No vessel which has previously been used shall be taken into use in any factory for the first time until it has been examined and reported in accordance with these rules and no new vessel shall be taken into use unless there has been obtained from the maker of the vessel, or from a competent person a certificate specifying the maximum permissible working pressure thereof, and stating the nature of the tests to which the vessel and its fittings (if any), have been subjected, and the certificate is kept available for perusal by an Inspector, and the vessel is so marked as to enable it to be identified, to which the certificate relates.

(8) Where the report of any examination under this rule specifies conditions for securing the safe working of a vessel the vessel shall not be used except in accordance with these conditions.

(9) The competent person making the report of any examination under this rule, shall within seven days of the completion of the examination, send to the Inspector a copy of the report in every case where the maximum permissible working pressure is reduced, or the examination shows that the part cannot continue to be used with safety unless certain repairs are carried out immediately or within a specified time.

(10) The requirements of the rule shall be in addition to and not in derogation of the requirement of any other Act, rules or regulations.

(11) (a) (i) As far as possible, in respect of every sizing cylinder of which shell is made of copper sheet or any other non-ferrous material taken into use before 31st December 1964 the managers shall make available to the Inspector and the competent person examining such cylinders, information to show the date on which such cylinder was taken into use for the first time with full particulars as to the thickness of the shell when so taken into use in the factory. Information shall also be made available as to the safe working pressure recommended by the manufacturers when such cylinder is taken into use for the first time in the factory.

(ii) If no information as aforesaid in the foregoing sub-rule is available, any other evidence relevant to show the age of the cylinder shall be sub-

mitted by the manager. The Chief Inspector shall determine the age of the cylinder on such documentary evidence or other oral evidence that may be presented to him by the Manager or any other evidence that may be produced by an Inspector, and the age so determined shall be considered as the age of the cylinder for the purposes of this rule.

(b) (i) The minimum thickness of the shell of a sizing cylinder shall be actually measured as and when possible.

(ii) If during its working life the shell of a sizing cylinder is at any time punctured requiring repairs to the cylinder to close the punctured portion, the thickness of the sheet of the shell near such puncture or opening shall be measured by a competent person and the record maintained in Form 12.

(c) (i) No sizing cylinder shall be subjected to a working pressure greater than the safe working pressure recommended by the manufactures of such cylinder at the time when such cylinder was first taken into use in a factory.

(ii) The safe working pressure of a sizing cylinder which has been in use for more than 5 years shall be calculated in accordance with the following three methods and the lowest figure obtained by any of the three methods shall be considered as safe working pressure of a sizing cylinder:—

(x) The safe working pressure of the sizing cylinder shall bear the same proportion to the original safe working pressure when first taken into use as the minimum thickness of the shell material as actually measured at any time bears to the original thickness of the shell material when first taken into use; or

(y) The safe working pressure of a sizing cylinder shall be calculated on the basis of the minimum thickness actually measured so that the tensile stress\* in the shell shall not exceed safe working stress\* for the material of the shell. If shell is made of copper safe working tensile stress shall be taken to be not more than 350 kgms. per square cm; or

(z) the safe working pressure of a sizing cylinder shall be reduced at the rate of 4 per cent. of the original working pressure for every year of its use after the first five years.

(d) No sizing cylinder shall be continued to be used for more than twenty-five years after it was first taken into use:

Provided that the Chief Inspector of Factories may authorise the use of sizing cylinders after a period of 25 years upto a further period of not more than 5 years if tests are carried out and further details are made available to his satisfaction to indicate that the cylinder can be used with safety.

(e) An Inspector may by an order in writing direct the manager to produce within time specified in such an order a report of examination of sizing cylinder in Form no. 12 by a competent person who shall not be an employee of the factory in which the cylinder is in use.

(12) The Chief Inspector may exempt, stipulating such conditions if necessary, and/or all pressure vessels from any or all the rules above if he has reason to believe that the construction or use of those vessels is such that the inspection provisions are not necessary or are not practicable.

(13) Nothing in this rule shall apply to—

(a) any vessel which comes within the scope of the Indian Boilers Act, 1923,

(b) metal bottles of cylinders used for the storage or transport of compressed gases or liquid or dissolved gases under pressure.

Rule prescribed under sub-section (2) of section 34

55. Excessive weights. — (1) No woman or young person shall, unaided by another person, lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the maximum limit in weight set out in the following Schedule:—

#### SCHEDULE

Persons	Maximum weight of material article, tool or appliance
(a) Adult females .....	30 kgs.
(b) Adolescent male .....	30 kgs.
(c) Adolescent female .....	20 kgs.
(d) Male child .....	16 kgs.
(e) Female child .....	13 kgs.

(2) No woman or young person shall engage, in conjunction with others, in lifting, carrying or moving by hand or on head, any material, article, tool or appliance if the weight thereof exceeds the lowest weight fixed by the Schedule to sub-rule (1) for any of the persons engaged, multiplied by the number of the persons engaged.

56. Protection of eyes. — Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the immediate vicinity of the following processes:—

(a) The processes specified in Schedule I annexed here (1) to, being processes which involve risk of injury to the eyes from particles or fragments thrown off in the course of the process.

(b) The processes specified in Schedule II annexed hereto, being processes which involve risk of injury to the eyes by reason of exposure to excessive light.

#### SCHEDULE I

Dry grinding of metals or articles of metal applied by hand to a revolving wheel or disc driven by mechanical power. Turning (external or internal) of non-ferrous metals of cast iron, or articles of such metals or such iron where the work is done dry, other than precision turning where the use of goggles or a screen would seriously interfere with the work, or turning by means of hand tools.

Welding or cutting of metals by means of an electric oxy-acetylene or similar process.

The following processes when carried on by means of hand tools or other portable tools:

Fettling of metal involving the removal of metal.  
Cutting out or cutting off cold rivets or bolts from boilers or other plant, or from ships.  
Chipping or scaling of boilers or ships plates.  
Breaking or dressing of stone, concrete or slag.

#### SCHEDULE II

Welding or cutting of metals by means of an electrical oxy-acetylene or similar process.

All processes in connection with glass melting furnaces.

Rule prescribed under sub-section (5) of section 36

57. Minimum dimensions of manholes. — Every chamber, tank, vat, pipe flue or other confined space, which persons may have to enter and which may contain dangerous fumes to such an extent as to involve risk of the persons being overcome thereby,

shall, unless there is other effective means of egress, be provided with a manhole which may be rectangular, oval or circular in shape, and which shall —

- (a) in the case of a rectangular or oval shape, be not less than 40 cms. long and 30 cms. wide;
- (b) in the case of a circular shape, be not less than 40 cms. in diameter.

**Exemptions under sub-section (5) of section 37**

**58. Exemptions.** — The requirements of sub-section (4) of section 37 shall not apply to the following processes carried on in any factory: —

(a) The operation of repairing a water-sealed gas-holder by the electric welding process, subject to the following conditions: —

- (i) The gasholder shall contain only the following gases, separately or mixed at a pressure greater than atmospheric pressure, namely town gas, coke-over gas, producer gas, blast furnace gas, or gases, other than air, used in their manufacture:

Provided that this exemption shall not apply to any gasholder containing acetylene or mixture of gases to which acetylene has been added intentionally;

- (ii) Welding shall only be done by the electric welding process and shall be carried out by experienced operatives under the constant supervision of a competent person.

(b) The operation of cutting or welding steel or wrought iron gas mains and services by the application of heat, subject to the following conditions: —

- (i) The main or service shall be situated in the open air, and it shall contain only the following gases, separately or mixed at a pressure greater than atmospheric pressure, namely, town gas, coke-over gas, producer gas, blast furnace gas, or gases other than air, used in their manufacture;
- (ii) The main or service shall not contain acetylene or any gas mixture of gases to which acetylene has been added intentionally;
- (iii) The operation shall be carried out by an experienced person or persons and at least two persons (including those carrying out the operations) experienced in work on gas mains and over 18 years of age shall be present during the operation;
- (iv) The site of the operation shall be free from any inflammable or explosive gas or vapour;
- (v) Where acetylene gas is used as a source of heat in connection with an operation, it shall be compressed and contained in a porous substance in a cylinder; and
- (vi) Prior to the application of any flame to the gas main or service, this shall be pierced or drilled and the escaping gas ignited.

(c) The operation of repairing an oil tank on any ship by the electric welding process, subject to the following conditions: —

- (i) The only oil contained in the tank shall have a flash point of not less than 150°F (close test) and a certificate to this effect shall be obtained from a competent analyst;
- (ii) The analyst's certificate shall be kept available for inspection by an Inspector, or by any person employed or working on the ship;

- (iii) The welding operation shall be carried out only on the exterior surface of the tank at a place (a) which is free from oil or oil leakage in inflammable quantities and (b) which is not less than one foot below the nearest part of the surface of the oil within the tank; and

- (iv) Welding shall be done only by the electric welding and shall be carried out by experienced operatives under the constant supervision of a competent person.

**Rules prescribed under sub-section (1) of section 38**

**59. Means of escape in case of fire.** — (1) Every factory shall be provided with adequate means of escape in case of fire for the person employed therein and without prejudice to the generality of the foregoing: —

(a) Each room of a factory building shall in relation to its size and the number of persons employed in it be provided with an adequate number of exits for use in case of fire though not necessarily confined to such use, so positioned that each person will have a reasonably free and unobstructed passage from his workplace to an exit;

(b) No exit intended for use in case of fire shall be less than 90 cms. in width nor less than 195 cms. in height;

(c) In the case of a factory building or part of a factory building more than one storey and in which less than twenty persons work at any one time, there shall be provided at least one substantial stairway permanently constructed either inside or outside the building and which affords direct and unimpeded access to ground level;

(d) In the case of a factory building or part of a factory building in which twenty or more persons work at any one time above the level of the ground floor, or wherein explosive or highly-inflammable materials are used or stored, or which is situated below ground level, the means of escape shall include at least two separate and substantial stairways permanently constructed either inside or outside the building and which afford direct and unimpeded access to ground level;

(e) Every stairway in a factory which affords a means of escape in case of fire shall be provided with a substantial handrail which if the stairway has an open side shall be on that side, and if the stairway has two open sides such handrail shall be provided on both sides.

(2) In the case of a building constructed or converted for use as a factory after the date of the passing of the Act, the following additional requirements shall apply.

(a) At least one of the stairways provided shall be of fire-resisting materials;

(b) Every hoist-way or lift-way inside a factory building shall be completely enclosed with fire-resisting materials and all means of access to the hoist or lift shall be fitted with doors of fire-resisting materials;

Provided that any such hoist-way or lift-way shall be enclosed only at the top by some material easily broken by fire or be provided with a vent at the top;

(c) No fire escape stair shall be constructed at an angle greater than 45° from the horizontal;

(d) The fire escape stair shall be within 45 metres along the line of travel from any part of the floor from which it is meant to provide escape;

(e) No stairway shall be less than 90 cms. in width.

Rules prescribed under section 41

**60. Ladders.** — All ladders used in replacing belts shall be specially made and reserved for that work and provided with hooks or an effective non-skid device. Ladders provided with hooks must have hooks fitted in such suitable position that they rest on the shaft when the bottom end of the ladder is resting on the floor.

**61. Protection of workers attending to prime movers:**

(1) In every factory the work of oiling or attending to prime movers shall be done only by a specially trained adult male worker authorized to do such work whose name has been recorded in the register maintained in Form 9.

(2) Every such worker while oiling or attending to prime mover shall wear tight fitting clothing.

(3) A worker required to wear tight fitting clothing under sub-rule (2) shall be provided by the occupier with clothing which shall consist of at least a pair of closely fitting shorts and a closely fitting half-sleeve shirt or vest. Such clothing shall be returned to the occupier on termination of service or when new clothing is provided.

CHAPTER V

**62. Washing Facilities: —**

(1) There shall be provided and maintained in every factory for the use of employed persons adequate and suitable facilities for washing which shall include soap and nail brushes or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition, and shall not be located in the vicinity of latrines and urinals.

Such facilities shall be conveniently located near the rest of lunch-rooms in factories where such rest-rooms or lunch-rooms are required to be provided.

(2) Without prejudice to the generality of the foregoing provisions the washing facilities shall include —

- (a) a trough with taps or jets at intervals of not less than two feet, or
- (b) wash-basins with taps attached thereto, or
- (c) taps on stand-pipes, or
- (d) showers controlled by taps, or
- (e) circular troughs of the fountain type:

Provided that the Inspector may, having regard to the needs and habits of the workers, fix the proportion in which the aforementioned types of facilities shall be installed.

(3) (a) Every trough and basin shall have a smooth, impervious surface and shall be fitted with a waste-pipe and plug.

(b) The floor or ground under and in the immediate vicinity of every trough, tap, jet wash-basin, stand-pipe and shower shall be so laid or finished as to provide a smooth impervious surface and shall be adequately drained.

(4) For persons whose work involves contact with any injurious or noxious substance there shall be at least one tap for every fifteen persons; and for per-

sons whose work does not involve such contact the number of taps shall be as follows: —

No. of workers.	No. of taps
Up to 20 .....	1
21 to 35 .....	2
36 to 50 .....	3
51 to 150 .....	4
151 to 200 .....	5
Exceeding 200 but not exceeding 500.	5 plus one tap for every 50 or fraction of 50.
Exceeding 500 .....	11 plus one tap for every 100 or fraction of 100.

(5) If female workers are employed, separate washing facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass. The entrance to such facilities shall bear conspicuous notice in the language understood by the majority of the workers «For Women Only» and shall also be indicated pictorially.

(6) The water supply to the washing facilities shall be capable of yielding at least six gallons a day for each person employed in the factory and shall be from a source approved in writing by the Health Officer: Provided that where the Chief Inspector is satisfied that such an yield is not practicable he may by certificate in writing permit the supply of a smaller quantity not being less than one gallon per day for every person employed in the factory.

Rule prescribed under sections 43 and 112

**63. Facilities for storing and drying clothing.** — All classes of factories mentioned in the schedule annexed hereto shall provide facilities for keeping clothing not worn during working hours and for drying of wet clothing. Such facilities shall include the provisions of separate rooms, pegs, lockers or other arrangement approved by the Chief Inspector.

SCHEDULE

Engineering Workshop.  
Iron and Steel Works.  
Oil Mills.  
Chemical Factories.  
Motor Garages.  
Tanneries.

Rule prescribed under sub-section (1) of section 45

**64. First-Aid appliance.** — The first-aid boxes or cupboards shall be distinctively marked with a red cross on a white ground and shall contain following equipment: —

A. For factories in which the number of persons employed does not exceed ten, or (in the case of factories in which mechanical power is not used) does not exceed fifty persons — Each first-aid box or cupboard shall contain the following equipment:—

- (i) 6 small sterilized dressings.
- (ii) 3 medium size sterilized dressings.
- (iii) 3 large size sterilized dressings.
- (iv) 3 large size sterilized burn dressings.
- (v) 1 (30 ml.) bottle containing a two per cent alcoholic solution of iodine.
- (vi) 1 (30 ml.) bottle containing sal-volatile having the dose and mode of administration indicated on the label.



- (vii) A snake-bite lancet.
- (viii) 1 pair scissors.
- (ix) 1 copy of the first-aid leaflet issued by the Chief Adviser Factories, Government of India.
- (x) A bottle containing 100 tablets (each of 5 grains) of aspirin.
- (xi) Ointment for burns.
- (xii) A bottle of suitable surgical anti-septic solution.

B. For factories in which mechanical power is used and in which the number of persons employed exceeds ten but does not exceed fifty — Each first-aid box or cupboard shall contain the following equipment: —

- (i) 12 small sterilized dressings.
- (ii) 6 medium-sized sterilized dressings.
- (iii) 6 large size sterilized dressings.
- (iv) 6 large size sterilized dressings.
- (v) 6 (15 gms.) packets sterilized cotton wool.
- (vi) 1 (60 ml.) bottle containing a two per cent. alcoholic solution of iodine.
- (vii) 1 (60 ml.) bottle containing a sal-volatile having the dose and mode of administration indicated on the label.
- (viii) 1 roll of adhesive plaster.
- (ix) A snake-bite lancet.
- (x) 1 (30 gms.) bottle of potassium permanganate crystals.
- (xi) 1 pair scissors.
- (xii) 1 copy of first-aid leaflet issued by the Chief Adviser Factories, Govt. of India.
- (xiii) A bottle containing 100 tablets (each of 5 grains) of aspirin.
- (xiv) Ointment for burns.
- (xv) A bottle of a suitable surgical anti-septic solution.

C. For factories employing more than fifty persons — Each first-aid box or cupboard shall contain the following equipment: —

- (i) 24 small sterilized dressings.
- (ii) 12 medium size sterilized dressings.
- (iii) 12 large size sterilized dressings.
- (iv) 12 large size sterilized burn dressings.
- (v) 12 (15 gms.) packets sterilized cotton wool.
- (vi) 1 snake-bite lancet.
- (vii) 1 pair scissors.
- (viii) 2 (30 gms.) bottles of potassium permanganate crystals.
- (ix) 1 (120 ml.) bottle containing a two per cent alcoholic solution of iodine.
- (x) 1 (120 ml.) bottle of sal-volatile having the dose and mode of administration indicated on the label.
- (xi) 1 copy of the first-aid leaflet issued by the Chief Adviser Factories, Govt. of India.
- (xii) (a) A bottle containing 100 tablets (each of 5 grains) of aspirin.
- (b) Ointment for burns.
- (c) A bottle of a suitable surgical anti-septic solution.
- (xiii) 12 roller bandages 4 inches wide.
- (xiv) 12 roller bandages 2 inches wide.
- (xv) 2 rolls of adhesive plaster.
- (xvi) 6 triangular bandages.

- (xvi) 2 packets of safety pins.
- (xvii) A supply of suitable splints.
- (xviii) 1 tourniquet.

Provided that items (xii) to xviii) inclusive need not be included in the standard first-aid box or cupboard (a) where there is a properly equipped ambulance room or (b) if at least one box containing such items and placed and maintained in accordance with the requirement of section 45 is separately provided.

D. In lieu of the dressings required under items (i) and (ii), there may be substituted adhesive wound dressings approved by the Chief Inspector of Factories.

**65. Notice regarding first-aid.** — A notice containing the names of the persons working within the precincts of the factory who are trained in first-aid treatment and who are in charge of the first-aid boxes or cupboards shall be posted in every factory at a conspicuous place and near each such box or cupboard. The notice shall also indicate work-room where the said person shall be available. The name of the nearest hospital and its telephone number shall also be mentioned prominently in the said notice.

Rules prescribed under sub-section (4) of section 45

**66. Ambulance Room.** — (1) The ambulance room or dispensary shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such subordinate staff as the Chief Inspector may direct.

(2) There shall be displayed in the ambulance room or dispensary a notice giving the name, address and telephone number of the Medical Practitioner in charge. The name of the nearest hospital and its telephone number shall also be mentioned prominently in the said notice.

(3) The ambulance room or dispensary shall be separate from the rest of the factory and shall be used only for the purpose of first-aid treatment and rest. It shall have a floor area of at least 250 sq. ft. and smooth, hard and impervious walls and floor and shall be adequately ventilated and lighted by both natural and artificial means. An adequate supply of wholesome drinking water shall be laid on and the room shall contain at least:

- (i) A glazed sink with hot and cold water always available.
- (ii) A table with a smooth top at least 180 cms. × 150 cms.
- (iii) Means for sterilizing instruments.
- (iv) A couch.
- (v) Two stretchers.
- (vi) Two buckets or containers with close fitting lids.
- (vii) Two rubber hot water bags.
- (viii) A kettle and spirit stove or other suitable means of boiling water.
- (ix) Twelve plain wooden splints 900 mm × 100 mm × 6 mm.
- (x) Twelve plain wooden splints 35 mm × 75 mm × 6 mm.
- (xi) Six plain wooden splints 250 mm × 50 mm × 12 mm.
- (xii) Six woolen blankets.
- (xiii) One pair artery forceps.

- (xiv) One bottle of spiritus Ammoniae Aromaticus and Sal Volatile, i. e. Smelling Salts.
- (xv) Two medium size sponges.
- (xvi) Six hand towels.
- (xvii) Four 'kidney' trays.
- (xviii) Four cakes carbolic soap.
- (xix) Two glass tumblers and two wine glasses.
- (xx) Two clinical thermometers.
- (xxi) Graduated measuring glass with tea-spoon.
- (xxii) One eyebath.
- (xxiii) One bottle (one litre) carbolic lotion 1 in 20.
- (xxiv) Three chairs.
- (xxv) One screen.
- (xxvi) One electric hand torch.
- (xxvii) Four first-aid boxes or cupboards stocked to the standards prescribed under item C of Rule 64.
- (xxviii) An adequate supply of anti-tetanus serum.

(4) The occupier of every factory to which these Rules apply shall for the purpose of removing serious cases of accident or sickness provide in the premises and maintain in good condition a suitable conveyance unless he has made arrangements for obtaining such a conveyance from a hospital.

(5) A record of all cases of accident and sickness treated at the room shall be kept and produced to the Inspector or Certifying Surgeon when required.

*Explanation*—For the purpose of this rule, qualified Medical Practitioner means a person holding a qualification granted by an authority specified in Schedule to the Indian Medical Degree Act, 1916, or in the Schedule to the Indian Medical Council Act, 1956.

#### Rules prescribed under section 46

**67. Canteens.**—(1) The occupier of every factory wherein more than 250 workers are ordinarily employed and which is specified by the State Government by a notification in this behalf, shall provide, in or near the factory, an adequate canteen according to the standards prescribed in the Rules. The canteen shall be available for the use of the workers within six months from the date of such notification:

Provided that the State Government may for sufficient reasons, from time to time by an order in writing, extend the said period in respect of any specified factory.

(2) The Manager of a factory shall submit for the approval of the Chief Inspector plans and site plan, in duplicate, of the building to be constructed or adapted for use as a canteen.

(3) The canteen building shall be situated not less than 15 metres from the latrine, urinal, boiler house, coal stacks, ash dumps and any other source of dust, smoke or obnoxious fumes:

Provided that the Chief Inspector may in any particular factory relax the provisions of this sub-rule to such extent as may be reasonable in the circumstances and may require measures to be adopted to secure the essential purpose of this sub-rule.

(4) The canteen building shall be constructed in accordance with the plans approved by the Chief Inspector and shall accommodate at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.

(5) In a canteen the floor and inside walls upto a height of 120 cms. from the floor shall be made of smooth and impervious material; the remaining portion of the inside walls shall be made smooth by cement plaster or in any other manner approved by the Chief Inspector.

(6) The doors and windows of a canteen building shall be of fly proof construction and shall allow adequate ventilation.

(7) The canteen shall be sufficiently lighted at all times when any person has access to it.

(8) (a) In every canteen—

(i) all inside walls of rooms and all ceilings and passages and staircases shall be lime-washed or colour-washed at least once in each year or painted once in three years dating from the period when last lime-washed or painted as the case may be;

(ii) all wood work shall be varnished or painted once in three years dating from the period when last varnished or painted;

(iii) all internal structural iron or steel work be varnished or painted once in three years dating from the period when last varnished or painted: Provided that inside walls of the kitchen shall be lime-washed once every four months.

(b) Records of dates on which lime-washing, colour-washing varnishing or painting is carried out shall be maintained in the prescribed Register (Form No. 8).

(9) The precincts of the canteen shall be maintained in a clean and sanitary condition. Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance. Suitable arrangements shall be made for the collection and disposal of garbage.

**68. Dining Hall.**—(1) The dining hall shall accommodate at a time at least 30 per cent of the workers working at a time:

Provided that, in any particular factory or in any particular class of factories the State Government may, by a notification in this behalf, alter the percentage of workers to be accommodated.

(2) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs, shall be not less than 10 square feet per diner to be accommodated as prescribed in sub-rule (1):

Provided that in the case of factories in existence at the date of the commencement of the Act, where it is impracticable, owing to the lack of space to provide 1 sq. metre of floor area for each person, such reduced floor area per person shall be provided as may be approved in writing by the Chief Inspector.

(3) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number. Washing places for women shall be separate and screened to secure privacy.

(4) Sufficient tables, stools, chairs or benches shall be available for the number of diners to be accommodated as prescribed in sub-rule (1).

**69. Equipment.** — (1) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen. Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained.

(2) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition. A service counter if provided, shall have a top of smooth and impervious material. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

(3) Where the canteen is managed by a Co-operative Society registered under the Maharashtra Co-operative Societies Act, 1960 as applied to the Union Territories of Goa, Daman and Diu, the occupier shall provide the initial equipment for such canteen and shall undertake that any equipment required thereafter for the maintenance of such canteen shall be provided by such Co-operative Society.

**70. Prices to be displayed.** — The charges per portion of food stuff, beverages and any other item served in the canteen shall be conspicuously displayed in the canteen.

**71. Accounts.** — All books of accounts, registers and any other documents used in connection with the running of the canteen shall be produced on demand to an Inspector of Factories.

(2) The accounts pertaining to a canteen shall be audited, once every twelve months, by registered accountants and auditors. The balance sheet prepared by the said auditors shall be submitted to the canteen managing committee not later than two months after the closing of the audited accounts.

Provided that the accounts pertaining to the canteen in a Government factory having its own accounts department, may be audited in such department.

Provided further that where the canteen is managed by a Co-operative Society registered under the Maharashtra Co-operative Societies Act, 1960 as applied to the Union Territories of Goa, Daman and Diu, the accounts pertaining to such canteen may be audited in accordance with the provisions of the Maharashtra Co-operative Societies Act, 1960 as applied to the Union Territories of Goa, Daman and Diu.

**72. Managing Committee.** — (1) The Manager shall appoint a canteen managing committee which shall be consulted from time to time as to —

- (a) the quality and quantity of foodstuffs to be served in the canteen;
- (b) the arrangement of the menus;
- (c) times of meals in the canteen; and
- (d) any other matter pertaining to the canteen as may be directed by the committee.

Provided that where the canteen is managed by a Co-operative Society registered under the Maharashtra Co-operative Societies Act, 1960 as applied to the Union Territories of Goa, Daman and Diu, it shall not be necessary to appoint a canteen managing committee.

(2) The canteen managing committee shall consist of an equal number of persons nominated by the occupier and elected by the workers.

The number of elected workers shall be in the proportion of one for every two hundred and fifty

workers or part thereof in excess of hundred workers employed in the factory, provided that in no case shall there be more than four and less than two workers in the committee.

(3) Canteen managing committee shall be re-constituted every two years, the previous Managing committee holding office till such time as the new committee takes charge.

**73. Foodstuffs to be served and prices to be charged.** — (1) The Chief Inspector of Factories may, by an order in writing, direct the manager to provide in the canteen any item of foodstuffs if he is satisfied that such item is in general demand. Such order shall specify the size of each portion to be served, the number of portions which shall be available and the frequency of serving the particular item per week. Such order shall also specify the time limit within which the order shall be complied with.

(2) Food, drink and other items, served in the canteen shall be sold on non-profit basis and in computing the charges to be made for such food, drink or other items the following items shall not be taken into consideration, namely:

- (a) the rent for the land and building,
- (b) the depreciation and maintenance charges of the building and equipment provided for the canteen,
- (c) the cost of purchase, repairs and replacement of equipment including furniture, crockery, cutlery and utensils;
- (d) the water charges and other charges incurred for lighting and ventilation; and
- (e) the interest on the amounts spent on the provision and maintenance of furniture and equipment provided for the canteen:

Provided that where the canteen is managed by a Co-operative Society registered under the Maharashtra Co-operative Societies Act, 1960, as adopted by the Union Territories of Goa, Daman and Diu such Society may include in the charges to be made for any such food, drink or other item served, a profit up to 5 per cent on its working capital employed in running the canteen.

Rule prescribed under section 47

**74. Shelters, Rest-Rooms and Lunch-Rooms.** — The shelters, or rest-rooms and lunch-rooms shall conform to the following standards:

(a) The building shall be soundly constructed and all the walls and roofs shall be of suitable heat resisting materials and shall be water-proof. The floor and walls to a height of 1 metre shall be so laid or finished as to provide a smooth, hard and impervious surface.

(b) The height of every room in the building shall be not less than 3.75 metres from floor level to the lowest part of the roof and there shall be at least 11000 sq. cms. of floor area for every person employed:

Provided that (i) workers who habitually go home for their meals during the rest period may be excluded in calculating the number of workers to be accommodated, and (ii) in the case of factories in existence at the date of commencement of the Act, where it is impracticable, owing to lack of space to provide 1.1 sq. of floor area for each person, such reduced floor area per person shall be provided as may be approved in writing by the Chief Inspector:

Provided further that, in the case of rooms in buildings in existence at the date of the coming into force of this rule which have been or are intended to be adapted for use as shelters or rest rooms or lunch-rooms, at the case may be the Chief Inspector may approve the rooms having such reduced height as may in his opinion be reasonable in the circumstances of the case on such conditions as may be deemed expedient.

(c) Effective and suitable provisions shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.

(d) Every room shall be adequately furnished with chairs or benches with back-rests.

(e) Where in any factory washing facilities are not located near the rest or lunch-room, a sufficient number of wash basins shall be provided in the lunch-room.

(f) Sweepers shall be employed whose primary duty it is to keep the rooms, buildings and precincts thereof in a clean and tidy condition.

#### Rules prescribed under sub-section (3) of section 48

**75. Creches.**—(1) The creche shall be conveniently accessible to the mothers of the children accommodated therein and so far as is reasonably practicable it shall not be situated in close proximity to any part of the factory where obnoxious fumes, dust or odours are given off or in which excessively noisy processes are carried on.

(2) The building in which the creche is situated shall be soundly constructed and all the walls and roof shall be suitable heat resisting materials and shall be waterproof. The floor and internal walls of the creche shall be so laid or finished as to provide a smooth impervious surface.

(3) The height of the rooms in the building shall be not less than 3.75 metres from the floor to the lowest part of the roof and there shall be not less than 2 sq. metres of floor area for each child to be accommodated.

Provided that in the case of rooms in buildings in existence at the date of the coming into force of this rule which have been or are intended to be adapted for use as a creche, the Chief Inspector may approve the rooms having such reduced height as may in his opinion be reasonable in the circumstances of the case on such conditions as may be deemed expedient.

(4) Effective and suitable provision shall be made in every part of the creche for securing and maintaining adequate ventilation by the circulation of fresh air.

(5) The creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or cradle with the necessary bedding for each child, provided that for children over two years of age it will be sufficient if suitable beddings made available and at least one chair or equivalent seating accommodation for the use of each mother while she is feeding or attending to her child, and a sufficient supply of suitable toys for the older children.

(6) A suitably fenced and shady open air play-ground shall be provided for the older children. Provided that the Chief Inspector may, by order in writing, exempt any factory from compliance with this sub-rule if he is satisfied that there is no suf-

ficient space available for the provision of such a play-ground.

**76. Wash room.**—There shall be in or adjoining the creche a suitable wash room for the washing of the children and their clothing. The wash room shall conform to the following standard:—

(a) The floor and internal walls of the room to a height of 90 cms. shall be so laid or finished as to provide a smooth impervious surface. The room shall be adequately lighted and ventilated and the floor shall be effectively drained and in a clean and tidy condition.

(b) There shall be at least one basin or similar vessel for every four children accommodated in the creche at any one time together with a supply of water provided, if practicable, through taps from a source approved by the Health Officer. Such source shall be capable of yielding for each child a supply of at least five gallons of water a day.

(c) An adequate supply of clean clothes, soap and clean towels shall be made available for each child while it is in the creche.

**77. Supply of milk and refreshment.**—At least 300 millilitres of clean pure milk shall be available for each child on every day it is accommodated in the creche and the mother of such a child shall be allowed in the course of her daily work two intervals of at least fifteen minutes each (other than those allowed under section 55) to feed the child. For children above two years of age there shall be provided in addition an adequate supply of whole some refreshment.

**78. Creches Staff.**—For each creche there shall be appointed a woman incharge with such qualifications as may be prescribed by the State Government. The creche staff shall be provided with suitable clean clothes for use while on duty.

**79. Qualifications of woman in charge.**—(1) Except as provided in sub-rule (2) no woman shall be appointed under rule 78 as a woman in charge of a creche unless she possesses the qualifications prescribed for a midwife under the Bombay Nurses, Midwives and Health Visitors' Act, 1954 or any law corresponding to that act in force in any part of the State or produces a certificate that she has undergone training for a period of not less than 18 months in a hospital, maternity home or nursing home approved in this behalf by the Chief Inspector, or produces a certificate that she has received training for a pre-primary teacher in an institution approved by the State Government.

(2) The provisions of sub-rule (1) shall not apply in the case of a woman who is in charge of a creche in a factory immediately before the coming into force of these rules, and any rules regarding qualifications of such woman in charge of a creche prevailing prior to the coming into force of these rules shall apply to her.

#### Rules prescribed under clause (a) of section 50

**80. Exemption from the provisions of section 48.**—The State Government may, by notification in the Official Gazette, exempt any factory in which the number of married women or widows employed does not exceed twenty from the provisions of section 48 and of the rules made thereunder subject to the

condition that the number of married women and widows employed in such factory is reported every six months to the Chief Inspector of Factories.

## CHAPTER VI

### Working hours of adults

Rules prescribed under sub-section (2) of section 53

**81. Compensatory Holidays.**—(1) Except in the case of worker engaged in any work which for technical reasons must be carried on continuously throughout the day, the compensatory holidays to be allowed under sub-section (1) of section 53 of the Act shall be so spaced that not more than two holidays are given in one week.

(2) The Manager of the factory shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowed compensatory holidays during the following month and of the dates thereof, at the place at which the notice of periods of works prescribed under section 61 is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than three days in advance of the date of that holiday.

(3) Any compensatory holiday or holidays to which a worker is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.

(4) (a) The Manager shall maintain a Register in Form No. 13.

Provided that, if the Chief Inspector of Factories is of the opinion that any muster roll or register maintained as part of the routine of the factory or return made by the Manager, gives in respect of any or all the workers in the factory the particulars required for the enforcement of section 53, he may, by order in writing, direct that such muster roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this Rule for that Factory.

(b) The register maintained under clause (a) shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

Rules prescribed under sub-section (2) of section 58 and section \*112

**82. Factories exempted under section 58.**—(1) The Printing presses attached to the newspaper offices shall be exempted from the provisions of sub-section (1) of section 58, subject to the following conditions, namely:—

In such printing press—

(i) the workers of each relay shall bear a badge of distinct colour which will identify the worker of one relay from that of the other;

(ii) the colour of the badge to be worn by the workers of each relay shall be specified in the notice of periods of work required to be displayed and correctly maintained under sub-section (1) of section 61 and in the copies of the notice to be sent to the Inspector under sub-sections (9) and (10) of the said section;

(iii) a flag or light having the same colour as that of the badge to be worn by the workers of any relay actually at work shall be displayed during the time of actual working of one or more relays in the department concerned;

(iv) each worker engaged in the work carried on by means of over-lapping shifts shall be in possession of an identify card. The identity card shall be supplied to the worker by the factory management free of cost and shall bear the photograph of the worker, his full name, signature or thumb impression and visible identification mark and the signature of the manager.

Muster roll prescribed under sub-section (4) of section 59

**83. Muster roll for exempted factories.**—The manager of every factory—

(a) which is exempted under section 5, or

(b) in which workers are exempted under section 64 or section 65, from the provisions of section 51 or section 54, shall keep a muster roll in Form No. 14 showing the normal piece work rate of pay, or the rate of pay per hour of all the exempted workers in the factory.

In this muster roll shall be correctly entered the extent of overtime worker by each worker together with the overtime earnings in respect thereof and the dates of the payment of such earning. The muster roll in Form No. 14 shall always be available, and produced for inspection whenever required by an Inspector.

**84. Overtime slips.**—Any work done by a worker beyond the normal specified period of work shall be entered in the overtime slips in duplicate indicating therein the actual period of overtime worked by him. A copy of such overtime slip duly signed by the manager or by a person duly authorised by in that behalf, shall be given to the worker immediately after completion of the overtime work.

Provided that if the Chief Inspector of Factories is satisfied that because of the nature of work carried out in the factory, it is not possible to issue daily slips to the workers, he may permit issue of weekly slips.

Rules prescribed under section 60

**85. Double employment of workers.**—(a) The Inspector may sanction the employment of adult workers in more than one factory on the same day if he is satisfied that such adult worker is allowed to work not more than forty eight hours in a week and is allowed weekly holidays as per section 52.

(b) A note under the initials of the Inspector shall be made in the remarks column of a Register of such workers permitted to work in more than one factory.

Notice prescribed under sub-section (8) of section 61

**86. Notice of periods of work for adults.**—The notice of periods of work for adults workers shall be in Form No. 15.

Register prescribed under sub-section (2) of section 62

**87. Register of adult workers.**—The register of adult workers shall be in Form No. 16. This register shall be written up afresh each year and shall be preserved for a period of twelve months.



## Rules prescribed under section 64

88. Persons defined to hold positions of supervision or management or confidential position. — The following persons shall be deemed to hold positions of supervision or management or to be employed in a confidential position in the factory: —

(a) All persons specified in the Schedule annexed hereto.

(b) Any other person who, in the opinion of the Chief Inspector holds a position of supervision or management or is employed in a confidential position.

## SCHEDULE

List of Persons Defined to Hold Positions of Supervisions of Management in Factories

## I. All Factories.

Manager.  
Assistant Manager.  
Labour Officer.  
Welfare Officer.  
Department heads and Assistants.  
Engineer and certified assistants.  
Electrical Engineer.  
Head Storekeeper and Assistants.  
Boiler Serang or such Boiler attendants who are in charge of battery of boilers and are only required to do supervisory work.  
Technical Experts.

## II. Engineering Workshops

Foremen.  
Inspectors.  
Chargemen.  
Workshop Overseers.  
(In addition to persons in the list 'I. All Factories', above).

89. List to be maintained of persons holding confidential position or position of supervision of mana-

gement. — A list showing the names and designations of all persons to whom the provisions of sub-section (1) of section 64 have been applied shall be maintained in every factory.

90. Exemption of certain adult workers. — Adult workers engaged in factories specified in column 2 of the Schedule hereto annexed on the work specified in column 3 of the said Schedule shall be exempted from the provisions of the sections specified in column 4, subject to the conditions if any, specified in column 5 of the said Schedule:

Provided that —

(a) no female adult workers shall be required or allowed to work for more than nine hours in any day;

(b) except in the case of urgent repairs — (1) No male adult workers shall be required or allowed to work for more than ten hours in any day.

(2) No male adult worker shall be required or allowed to work in any quarter for more than fifty hours overtime on weekly limits.

(3) Period of work for each male adult workers shall be so arranged that inclusive of his interval for rest, they shall not spread over more than twelve hours in any day:

Provided further that the restrictions imposed by sub-clauses (1) and (3) shall not apply in the case of a shift worker mentioned in entries nos. 8, 10 to 35(i), 36(i), 44 and 51 of the Schedule who is allowed to work the whole or part of a subsequent shift in the absence of a worker who has failed to report for duty.

## SCHEDULE

Section of the Act empowering grant of exemption	Class of Factory	Nature of exempted work	Extent of exemption	Conditions
1	2	3	4	5
64 (2) (a) and 64 (3)	1. All factories.	Urgent repairs urgent repairs shall mean work to be done to machinery or plant but only so far as may be necessary to avoid serious interference with the ordinary working of the undertakings.	Sections 51, 52, 54, 55, 56 and 61.	(a) Unless the Inspector gives permission in writing for reporting, otherwise than as herein laid down, the employment of persons on urgent repairs, the manager — (i) shall send within twenty-four hours of the commencement of work on urgent repairs, written notice to the Inspector describing briefly the nature of the urgent repairs and the probable period of their duration, and (ii) shall send weekly during the continuance of the work on urgent repairs a statement giving the names of all persons, who have worked for more than nine hours in any one day or for more than forty-eight hours of the preceding week in a factory. Such statement shall also show total number or hours worked each day of the week. (b) If the Inspector is of opinion that any work being carried on or likely to be carried on in a factory as «urgent repairs» is not urgent repairs, the Inspector shall serve on the manager an order to that effect, and the manager shall in respect of such work not allow any worker to work in contravention of the provisions of sections 51, 52, 54, 55, 56 and shall comply with section 61.
64 (2) (b), 64 (2) (h) and 64 (3)	2. All factories other than those on continuous processes.	Work performed by:— (i) All workers attending to engines and boilers. (ii) Workers attending to starting, stopping and maintaining electric motors	Section 51, 52, 54, 55, 56 and 61.	(a) Such workers shall be allowed not less than two holidays in each period covered by four consecutive statutory factory holidays and shall not be allowed to work for more than six hours on any of the other two weekly holidays. (b) The notice required by section 62 shall be delivered to the office of the Inspector showing on which days holidays will be allowed. (c) Intervals for food and rest shall be given to all workers allowed to work on such work;

1	2	3	4	5
		and connected switch gear. (iii) Departmental oilers.		
64 (2) (e) and 64 (3)	3. All factories.	Work performed by drivers on lighting, ventilating and humidifying apparatus.	Sections 51, 54, 55, 56 and 61.	(d) No worker shall be allowed to work for more than fifty-four hours in any one week; and (e) Register or muster roll required to be maintained under section 62 shall show correctly full particulars of periods within which each such worker may be required to work; entries in the register or muster roll shall be upto date. (a) Intervals for food and rest shall be given to all such workers; (b) Register or muster roll required to be maintained under section 62 shall show correctly full particulars of periods within which each such worker may be required to work; the entries in the register or muster roll shall be upto-date. Register or muster roll required to be maintained under section 62 shall show correctly full particulars of periods within which each such worker may be required to work; the entries in the register or muster roll shall be up-to-date. (a) No worker shall be allowed to work for more than fifty one hours in any one week. (v) No worker shall be allowed to work in such a manner that the spread over exceeds ten and a half hours except on one day in a week previously notified to the Inspector when it shall not exceed twelve hours. This exemption shall not apply — (i) in the case of work performed by oiler, where these workers or the factories in which the work have been exempted from the provisions of section 52 or 55; and (ii) to the work in the mechanic shop, smithy or foundry portion of engineering workshops or to a smithy or foundry used solely as such.
64 (2) (e) and 64 (3)	4. All factories.	Work performed by fire pumpmen.	Sections 51, 54, 55, 56 and 61.	
	(iii) Cotton spinning and weaving mills.	Work involved in cleaning blow room fluse.	Sections 51, 54, and 56.	
64 (2) (b)	5. All factories.	(a) Work performed by oilers, and (b) work in mechanical shops, smithies or foundries so far as such work is complementary to the main operations.	Sections 51, 54, and 56.	
64 (2) (d), 64 (3) and 64 (4)	6. Oil tank installations.	Work performed by workers in connection with pumping operations.	Sections 51, 52, 54, 55, 56 and 61.	(a) Intervals for food and rest shall be given to all workers allowed to work on such work; (b) A compensatory rest period of at least twenty-four consecutive hours shall be given to each worker after the cessation of the pumping operations continuing after 10 p. m. (c) Notice of such pumping operations with the number of workers allowed to work shall be sent to the Inspector as soon as possible after commencement of such work. (d) Exemption from section 61 shall be availed of only during the continuance of pumping operations.
64 (2) (d) and 64 (4)	7. Public electricity supply factories generating electricity in any manner and those engine rooms and boiler departments generating electricity in any manner for their own use employing workers on shifts of not more than eight hours each.	Operation and maintenance of: (i) prime movers and auxiliaries, generators, transformers and switchgear; (ii) Boilers and auxiliaries.	Sections 51, 52, 54, 55 and 56.	(a) The workers shall be allowed to work on shift of not longer than eight hours' duration; (b) In the absence of a worker who has failed to report for duty, a shift worker may be allowed to work the whole or part of a subsequent shift provided that the next shift of the shift worker shall not commence before a period of 16 hours has elapsed after the (specified) stopping time of the shift to which the worker belongs; (c) No workers shall be allowed to work for more than fifty-six hours in any one week except that when employed as in condition (b) above he shall not be allowed to work for more than sixty-four hours in any one week; (d) Such workers shall be allowed not less than two holidays in each period covered by four consecutive statutory factory holidays.
64 (2) (b)	8. Oil tank installations.	Work performed by furnancemen.	Sections 51, 54, and 56.	
Do.	9. Electrical receiving stations and sub-stations or in any factory, the Department of the factory receiving and distributing electrical energy for the use of the factory.	Operation and maintenance of transformers and their Auxiliaries including receiving and distributing switch gear, lighting arrestors synchronous and other condensers and rotary and static condensers.	Do.	
64 (2) (d) and 64 (4)	10. Factories or departments of factories charging electrical accumulators.	Operations in connection with charging electrical accumulators.	Sections 51, 52, 54, 55 and 56.	As in exemption No. 7

1	2	3	4	5
Do.	11. Distilleries.	Work on the extraction of sugar from various bases, fermentation of sugar juice and distillation of fermented wash.	Do.	Do.
Do.	12. Chemical factories.	All continuous process work.	Do.	Do.
Do.	13. Public pumping and compressor stations.	All work.	Do.	Do.
Do.	14. Water supply pumping factory of railway workshops.	Do	Do.	Do.
Do.	15. Ice factories.	Work of the engine and compressor drivers and assistants and oilers.	Do.	Do.
Do.	16. Carbonic acid gas works.	Work of firemen, pumpmen, plant drivers, oilers and the filling of cylinders.	Do.	Do.
64 (2) (b)	17. Carbonic acid gas works.	Work of firemen to light lye-boiler.	Sections 51, 54, and 55.	This exemption shall be availed of only one day when plant is restarted after closure.
64 (2) (d) and 64 (4)	18. Oxygen factories.	Engine and plant drivers, oilers and the filling of cylinders.	Do.	
Do.	19. Hydraulic Pumping stations.	All work.	Do.	Do.
Do.	20. Ferrous and non ferrous metal factories.	All work on furnace.	Do.	Do.
64 (2) (d) (ii)	21. Oil Mills.	All continuous process work.	Do.	Do.
Do.	22. Flour Mills.	All work.	—	Do.
64 (2) (b)	23. (i) Gur Factories.	The work performed by workers in crushing sugar cane.	Sections 51, 55 and 56.	—
64 (2) (c) 23A and 64 (3)	23A. Gur Factories.	All other work except crushing sugar cane.	Sections 51, 54, 55, 56 and 61.	<p>A notice showing the periods of work of the crusher shall be exhibited in the factory and a copy sent to the Inspector.</p> <p>(a) No worker shall be allowed to work for more than four hours on any of the weekly holidays;</p> <p>(b) No worker shall be allowed to work on consecutive weekly holidays;</p> <p>(c) No worker shall be allowed to work in excess of limits of weekly hours of work as laid down in section 51 except during the week, when the worker works on a weekly holiday as in (a) above and when his total hours of work may be allowed to exceed the weekly limit laid down in section 51 by the number of hours not exceeding 4 worked on the weekly holiday.</p> <p>(a) The workers shall be allowed to work on shifts of not longer than eight hours' duration; Workers shall be allowed to work on shifts of not more than eight hours' duration.</p> <p>(a) Workers shall be allowed to work on shifts of not longer than eight hours' duration. Workers shall be allowed to work on shifts of not longer than eight hours' duration. Workers shall be allowed to work on shifts of not longer than eight hours' duration.</p> <p>The intervals for food and rest totalling one hour if working hours exceed eight and a half in a day, or half an hour if working hours to not exceed eight and half hours shall be given to each worker every day and the same noted in the register or muster roll maintained in accordance with section 62.</p> <p>(a) No worker shall be allowed to work for more than 56 hours in any week.</p> <p>(b) No overtime shall be carried on except for two days prior to the date of publication of the weekly newspaper.</p> <p>(c) The exemption under this entry shall be availed of only in that section of the press where there is a break-down of machinery.</p>
64 (2) (d)	24. Cement tile factories.	Work on the «curing» of tiles.	Sections 51 and 52.	
64 (2) (d) and 64 (4)	25. Rubber tyre factories.	All work on curing process.	Sections 51, 54, 55, and 56.	
64 (2) (d)	26. Soap factories.	Work on soap boiling pans and soap drying pans.	Section 55.	
64 (2) (d)	27. Pottery Works.	(i) Work of firemen on kilns.	Section 55.	
64 (2) (d)	28. Brick Factories.	Work of firemen on kilns.	Section 55.	
64 (2) (d)	29. Pharmaceutical Factories.	All continuous process work.	Section 55.	
64 (2) (c)	30. All Factories.	Telephone operators.	Section 55.	
64 (2) (i)	31. News Paper Printing Presses.	(a) All work on daily newspaper.	Sections 51, 54, 55, and 56.	
		(b) All work on weekly newspaper.	Sections 51, 54, 55, and 56.	

1	2	3	5	4
64 (2) (d)	32. Cashew Nut Factories.	Oil Extraction work.	Section 55.	Workers shall be allowed to work on shifts of not longer than eight hours' duration.
64 (2) (d)	33. Confectionery Manufacturing.	Making of malted chocolate flavoured food and chocolate making.	Section 55.	Workers shall be allowed to work on shifts of not longer than eight hours' duration.
64 (2) (d)	34. Chemical Products factories.	Process of Manufacturing Activated Carbon.	Sections 51, 52, 54, 55 and 56.	(a) The workers shall be allowed to work on shift of not longer than eight hours' duration. (b) No worker shall be allowed to work in such a manner that the spreadover exceeds twelve hours in any day and this shall be permissible only in cases when a shift reliever working on continuous process does not attend at the correct time and alternative relief cannot be arranged. (c) No worker shall be allowed to work more than fifty-six hours in any one week except that when employed as in condition (b) above, he shall not be allowed to work for more than sixty-four hours in any one week. (d) Such workers shall be allowed not less than two holidays in each period covered by four consecutive statutory holidays.

## CHAPTER VII

## Employment of young persons

Notice prescribed under sub-section (3) of section 72.

91. **Notice of periods of work for children.**— The notice of periods of work for child workers shall be in Form No. 17.

Register prescribed under sub-section (2) of section 73

92. **Register of child workers.**— The Register of child workers shall be in Form No. 18. This register shall be written up afresh each year and shall be preserved for a period of twelve months.

## CHAPTER VIII

## Annual leave with wages

Rules prescribed under section 80(3) and 83

93. **Leave with wages register.**— (1) The Manager shall keep a Register in Form No. 19 hereinafter called the Leave with wages Register:

Provided that if the Chief Inspector is of the opinion that any muster roll or register maintained as part of the routine of the factory, or return made by the Manager, gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of Chapter VIII of the Act, he may, by order in writing, direct that such muster roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this Rule in respect of that factory.

(2) The Leave with Wages Register shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

94. **Leave Book.**— (1) The Manager shall provide each worker with a book in Form No. 20 (hereinafter called the Leave Book) not later than the 28th February of the following calendar year. The Leave Book shall be the property of the worker and the Manager or his agent shall not demand it except to make relevant entries therein and shall not keep it for more than a week at a time.

Provided that where a worker is discharged or dismissed from service during the course of the year, the Manager shall issue an abstract from the «Register of Leave» with Wages (Form 19) within a week from the date of discharge or dismissal, as the case may be.

(2) If a worker loses his Leave Book, the Manager shall provide him with another copy on the payment of paise six within fifteen days, and shall complete it from his record.

95. **Medical Certificate.**— If any worker is absent from work and if he wants to avail himself of the leave with wages due to him to cover the period of illness as provided in sub-section (7) of section 79, he shall, if so required by the manager, produce a medical certificate signed by a registered medical practitioner or by a registered or recognised Vaid or Hakim stating the cause of the absence and the period for which the worker is, in the opinion of such medical practitioner, Vaid or Hakim unable to attend to his work:

Provided that if in any village there is no registered medical practitioner or registered or recognised Vaid or Hakim a certificate of the President of the Village Panchayat or Headman of the village shall be deemed as sufficient for the purpose of this rule.

96. **Notice to Inspector of Lay-off.**— The Manager shall give, as soon as possible, a notice to the Inspector of every case of lay-off of workers by agreement or contract or as permissible under the standing orders, giving the numbers of such workers and the reasons for the lay-off, entries to this effect shall be made in the Leave with Wages Register and the Leave Book in respect of each worker concerned.

97. **Notice by Worker.**— Before or at the end of every calendar year a worker may give notice to the Manager of his intention not to avail himself of the annual leave with wages falling due to him during the following year. The Manager shall make an entry to that effect in the leave with Wages Register and in the Leave Book of the worker concerned.

98. **Notice by Manager.**— The manager shall cause a notice to be displayed giving the names of all

workers whose leave, which has been carried forward, has reached the maximum limit allowed under the first proviso to sub-section (5) of section 79, as soon as possible in the first quarter of each calendar year. The notice shall state that no further leave can be carried forward and that application for leave shall be made within one month from the date of the notice. A copy of the notice shall be given to each worker concerned. A copy shall also be delivered at the office of the Inspector of Factories.

**99. Mode of Leave.** — (1) As far as circumstances permit, members of the same family, comprising husband, wife and children shall be allowed leave on the same date.

(2) The Manager may alter the dates fixed for leave only after giving a notice of four weeks to the worker.

(3) A worker may exchange the period of his leave with another worker subject to the approval of the Manager.

**100. Payment of leave wages due if worker dies.** — If a worker, who is entitled to advance payment in accordance with the provisions of section 81, dies before he resumes work, the balance of his pay due for the period of leave shall be paid to his nominee and failing such nominee to his legal representative within one month of the receipt of intimation of death of the worker. The nomination shall be in form No. 21 and signed by the worker and attested by two witnesses.

**101. Register to be maintained in case of exemption under section 84.**

(1) Where an exemption is granted under section 84, the Manager shall maintain a Register showing the position of each worker as regards leave due, leave taken and wages granted.

(2) He shall display at the main entrance of the factory, a notice giving full details of the system established in the factory for leave with wages and send a copy of it to the Inspector.

#### CHAPTER IX

##### Rule prescribed under section 87

**102. Dangerous operations.** — (1) The following operations when carried on in any factory are declared to be dangerous operations under section 87: —

1. Manufacture of aerated water and processes incidental thereto.
2. Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.
3. Manufacture and repair of electric accumulators.
4. Grinding or glazing of metals.
5. Manufacture and treatment of lead and certain compounds of lead.
6. Cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or system.
7. Lining and tanning of raw hides and skins and processes incidental thereto.
8. Manipulation of nitro or amino compounds.
9. Manipulation of acids or alkalis.
10. Manufacture and manipulation of Dangerous pesticides.
11. Processing of cashewnut.

(2) The provisions specified in the Schedules annexed hereto shall apply to any class or description of factories wherein dangerous operations specified in each Schedule are carried out.

#### SCHEDULE I

##### Manufacture of Aerated Waters and Processes incidental thereto

**1. Fencing of machines.** — All machines for filling bottles or syphons shall be so constructed, placed or fenced as to prevent, as far as may be practicable, a fragment of a bursting bottle or syphon from striking any person employed in the factory.

**2. Face-guard and gauntlets.** — (1) The occupier shall provide and maintain in good condition for the use of all persons engaged in filling bottles or syphons —

(a) suitable face-guards to protect the face, neck and throat, and

(b) suitable gauntlets, for both arms to protect the whole hand and arms:

Provided that —

(i) paragraph 2(1) shall not apply where bottles are filled by means of an automatic machine so constructed that no fragment of a bursting bottle can escape, and

(ii) where a machine is so constructed that only one arm of the bottle at work upon it is exposed to danger, a gauntlet need not be provided for the arm which is not exposed to danger.

(2) The occupier shall provide and maintain in good condition for the use of all persons engaged in corking, crowning, screwing, wiring, flogging, capsuling, sighting or labelling bottles or symphone —

(a) suitable face-guards to protect the face, neck and throat, and

(b) suitable gauntlets for both arms to protect the arms and at least half the palm and the space between the thumb and forefinger.

**3. Wearing of face-guards and gauntlets.** — All persons engaged in any of the processes specified in paragraph 2 shall, while at work in such process, wear the face-guards and gauntlets provided under the provisions of the said paragraph.

#### SCHEDULE II

##### Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other compounds

**1. Definitions.** For the purpose of this Schedule —

(a) «Electrolytic chromium process» means the electrolytic plating or oxidation of metal articles by the use of an electrolyte containing chromic acid or other chromium compounds.

(b) «Bath» means any vessel used for an electrolytic chromium process or for any subsequent process.

(c) «Employed» means in paragraphs 5, 7, 8 and 9 of this Schedule, employed in any process involving contact with liquid from a bath.

(d) «Suspension» means suspension from employment in any process involving contact with liquid from any bath by written certificate in the Health Register, signed by the Certifying Surgeon, who shall have power of suspension as regards all persons employed in any such process.

**2. Exhaust draught.** — An efficient exhaust draught shall be applied to every vessel in which an electrolytic chromium process is carried on. Such draught shall be provided by mechanical means and shall operate on the vapour or spray given off in the process as near as may be at the point of origin. The exhaust draught appliance shall be so constructed, arranged and maintained as to prevent the vapour or spray entering into any room or place in which work is carried on.

**3. Prohibition relating to women and young persons.** — No woman, adolescent or child shall be employed or permitted to work at a bath.

**4. Floor of workrooms.** — The floor of every room containing a bath shall be impervious to water. The floor shall be maintained in good and level condition and shall be washed down at least once a day.



5. *Protective clothing.*—(1) The occupier of the factory shall provide and maintain in good and clean condition the following articles of protective clothing for the use of all persons employed on any process at which they are liable to come in contact with liquid from a bath and such clothing shall be worn by the persons concerned—

- (a) water-proof aprons and bibs, and
- (b) for persons actually working at a bath, loose-fitting rubber gloves and rubber boots or other water-proof footwear.

(2) The occupier shall provide and maintain for the use of all persons employed suitable accommodation for the storage and adequate arrangements for the drying of the protective clothing.

6. *Medical requisites.*—The occupier shall provide and maintain a sufficient supply of suitable ointment and impermeable water-proof plaster in a separate box readily accessible to the workers and used solely for the purpose of keeping the ointment and plaster.

7. *Medical examination.*—(a) Every person employed shall be examined by the Certifying Surgeon once in every 14 days and such examination shall take place at the factory.

(b) A Health Register in the prescribed form No. 7 shall be kept by the occupier of the factory and in it shall be entered the names of all persons employed together with such entries as the Certifying Surgeon may make from time to time.

(c) No person after suspension shall be employed without written sanction from the Certifying Surgeon entered in or attached to the Health Register.

9. *Weekly Examination.*—A responsible person appointed specified by the Chief Inspector and printed in the language of the majority of the workers employed shall be affixed in a prominent place in the factory where it can be easily and conveniently read by the workers.

9. *Weekly Examination.*—A responsible person appointed in writing by occupier of the factory shall twice in every week inspect the hand and forearms of all persons employed and shall keep a record of such inspection in the Health Register.

### SCHEDULE III

#### Manufacture and repair of electric accumulators

1. *Savings.*—This schedule shall not apply to the manufacture or repair of electric accumulators or parts thereof not containing lead or any compound of lead; or to the repair on the premises of any accumulator forming part of a stationery battery.

2. *Definitions.*—For the purposes of this Schedules:—

(a) «Lead Process» means the melting of lead or any material containing lead, casting, pasting, lead burning, or any other work, including trimming, or any other abrading or cutting of pasted plates, involving the use, movement or manipulation, of contact with, any oxide of lead.

(b) «Manipulation of raw oxide of lead» means any lead process involving any manipulation or movement or raw oxides of lead other than its conveyance in a receptacle or by means of an implement from one operation to another.

(c) «Suspension» means suspension from employment in any lead process by written certificates in the Health Register (Form no. 7) signed by the Certifying Surgeon, who shall have power of suspension as regards all persons employed in any such process.

3. *Prohibition relating to women and young persons.*—No woman or young persons shall be employed or permitted to work in any lead process or in any room in which the manipulation of raw oxide of lead or pasting is carried on.

4. *Separation of certain process.*—Each of the following processes shall be carried on in such a manner and under such conditions as to secure effectual separation from one another, and from any other process:—

- (a) Manipulation of raw oxide of lead;
- (b) Pasting;
- (c) Drying of pasted plates;
- (d) Formation with lead burning («tacking») necessarily carried on in connection therewith;
- (e) Melting down of pasted plates;
- (f) The grid casting shop.

5. *Air space.*—In every room in which a lead process is carried on, there shall be at least 500 cubic feet of air for

each person employed therein, and in computing this air space no height over 12 feet shall be taken into account.

6. *Ventilation.*—Every workroom shall be provided with inlets and outlets of adequate size as to secure and maintain efficient ventilation in all parts of the room.

7. *Distance between workers in pasting room.*—In every pasting room the distance between the centre of the working position of any paste and that the paster working nearest to him shall not be less than five feet.

8. *Floor of workrooms.*—(1) The floor of every room in which a lead process is carried on shall be—

(a) of cement or similar material so as to be smooth and imperious to water;

(b) maintained in sound condition;

(c) kept free from materials, plant, or other obstruction not required for, or produced in, the process carried on the room.

(2) In all such rooms other than grid casting shops the floor shall be—

(d) cleansed daily after being thoroughly sprayed with water at a time when no other work is being carried on in the room.

(3) In grid casting shops the floor be cleansed daily.

(4) Without prejudice to the requirements of sub-paragraphs (1), (2) and (3) where manipulation of raw oxide of lead or pasting is carried on, the floor shall also be—

(a) kept constantly moist while work is being done;

(b) provided with suitable and adequate arrangements for drainage;

(c) thoroughly washed daily by means of a hose pipe.

9. *Work-benches.*—The work benches at which any lead process is carried on shall—

(a) have a smooth surface and be maintained in sound condition;

(b) be kept free from all materials or plant not required for, or produced in, the process carried on thereat;

(c) be cleansed daily either after being thoroughly damped or by means of a suction cleaning apparatus at a time when no other work is being carried on thereat; and, all such work-benches in grid casting shops, shall—

(d) be cleansed daily;

and every work-bench used for pasting shall—

(e) be covered throughout with sheet lead or other impervious material;

(f) be provided with raised edges;

(g) be kept constantly moist while pasting is being carried on; and every work-bench used for trimming, brushing, filing or any other abrading or cutting or pasted plates shall—

(h) be fitted with a top having opening or grill which shall allow any clippings, filings or dust produced to fall into a collecting through containing water.

10. *Exhaust draught.*—The following process shall not be carried on without the use of an efficient exhaust draught—

(a) Melting of lead or materials containing lead;

(b) Manipulation of raw oxide of lead, unless done in an enclosed apparatus so as to prevent the escape of dust into the workroom;

(c) Pasting;

(d) Trimming, brushing, filing or any other abrading or cutting of pasted plates giving rise to dust;

(e) lead burning, other than—

(i) «tacking» in the formation room;

(ii) chemical burning for the making of lead linings for cell cases necessarily carried on in such a manner that the application of efficient exhaust is impracticable.

Such exhaust draught shall be effected by mechanical means and shall operate on the dust or fume given off as may be at its point of origin, so as to prevent it from entering the air of any room in which persons work.

11. *Fumes and gases from melting pots.*—The products of combustion produced in the heating of any melting pot shall not be allowed to escape into a room in which persons work.

12. *Container for dross.*—A suitable receptacle with tightly fitting cover shall be provided and used for dross as it is removed from every melting pot. Such receptacle shall be kept covered while in the work-room except when dross is being deposited therein.

13. *Container for lead waste.*—A suitable receptacle shall be provided in every work-room in which old plates and waste material which may give rise to dust shall be deposited.

14. *Racks and shelves in drying rooms.*—The racks or shelves provided in any drying room shall not be more than 240 cms. from the floor not more than 60 Centi Meter in width provided that as regards racks or shelves set or drawn from both sides the total width shall not exceed 120 Centi Meter.

Such racks or shelves shall be cleansed only after being thoroughly damped unless an efficient suction cleaning apparatus is used for this purpose.

15. *Medical examination.*—(a) Every person employed in a lead process shall be examined by the Certifying Surgeon within the seven days preceding or following the date of his first employment in such process and thereafter or following shall be examined by the Certifying Surgeon once in every calendar month, or at such other intervals as may be specified in writing by the Chief Inspector, on a day of which due notice shall be given to all concerned.

«First employment» means first employment in a lead process in the factory or workshop and also re-employment therein in a lead process following any cessation of employment in such process for a period exceeding three calendar months.

(b) A Health Register in Form no. 7 containing the names of all persons employed in a lead process shall be kept.

(c) No person after suspension shall be employed in a lead process without written sanction from the Certifying Surgeon entered in or attached to the Health Register.

16. *Protective clothing.*—Protective clothing shall be provided and maintained in good repair for all persons employed in—

(a) manipulation of raw oxide of lead;

(b) pasting;

(c) the formation room;

and such clothing shall be worn by the persons concerned. The protective clothing shall consist of a water-proof apron footwear; and, also, as regards persons employed in the manipulation of raw oxide of lead or in pasting head covering. The head coverings shall be washed daily.

17. *Mess-room.*—There shall be provided and maintained for the use of all persons employed in a lead process and remaining on the premises during the meal intervals, a suitable mess-room, which shall be furnished with (a) sufficient tables and benches, and (b) adequate means for washing food.

The mess-room shall be placed under the charge of a responsible person, and shall be kept clean.

18. *Cloak-room.*—There shall be provided and maintained for the use of persons employed in a lead process—

(a) cloak-room for clothing put off during working hours with adequate arrangements for drying the clothing if wet. Such accommodation shall be separate from any mess-room;

(b) separate and suitable arrangements for the storage of protective clothing provided under paragraph 16.

19. *Washing facilities.*—There shall be provided and maintained in a cleanly state and in good repair for the use of all persons employed in a lead process:—

(a) A wash-place under cover, with either—

(i) a trough with a smooth impervious surface fitted with a waste pipe, without plug, and of sufficient length to allow of at least two feet for every five such persons employed at any one time, and having a constant supply of water from taps or jets above the trough at intervals of not more than two feet; or

(ii) at least one wash basin for every five such persons employed at any one time, fitted with a waste pipe and plug and having a constant supply of water laid on;

(iii) a sufficient supply of clean towels made of suitable materials renewed daily, which supply, in the case of pasters and persons employed in the manipulation of raw oxide of lead, shall include a separate marked towel for each such worker; and

(iv) a sufficient supply of soap or other suitable cleaning material and of nail brushes.

(b) There shall in addition be provided means of washing in close proximity to the rooms in which manipulation of raw oxide of lead on pasting carried on if required by notice in writing from the Chief Inspector.

20. *Time to be allowed for washing.*—Before each meal and before the end of the day's work, at least 10 minutes, in addition to the regular meal times, shall be allowed for washing to each person who has been employed in the manipulation of raw oxide of lead or in pasting;

Provided that if there be one basin or two feet of trough for each such person this rule shall not apply.

21. *Facilities for bathing.*—Sufficient bath accommodation to the satisfaction of the Chief Inspector shall be provided for all persons engaged in the manipulation of raw oxide of lead or in pasting, and a sufficient supply of soap and clean towels.

22. *Foods drinks, etc., prohibited in work-rooms.*—No food, drink, pan and supari or tobacco shall be consumed or brought by any worker into any work-room in which any lead process is carried on.

23. *Storage of lead oxides.*—All bags containing or having contained oxides of lead shall be kept in a closed room only for this purpose.

24. *Re-use of paper of cloth restricted.*—(a) Paper once used for backing or drying pasted plates shall not be used again in the factory.

(b) Cloth once used for backing or drying pasted plates shall not be stored or handled unless it is moist so as to give rise to dust.

#### SCHEDULE IV

Grinding or glazing of metals and processes incidental thereto

1. *Definitions.*—For the purposes of this Schedule—

(a) «Grindstone» means a grindstone composed of natural or manufactured sandstone but does not include a metal wheel or cylinder into which blocks of natural or manufactured sandstone are fitted.

(b) «Abrasive wheel» means a wheel manufactured of banded emery or similar abrasive.

(c) «Grinding» means the abrasion, by aid of mechanical power, of metal, by means of a grindstone or abrasive wheel.

(d) «Glazing» means the abrading, polishing or finishing, by aid of mechanical power, of metal by means of any wheel, buff mop or similar appliance to which any abrading or polishing substance is attached or applied.

(e) «Racing» means the turning up, cutting on dressing of a revolving grindstone before it is brought into use for the first time.

(f) «Hacking» means the chipping of the surface of a grindstone by a hack or similar tool.

(g) «Rodding» means the dressing of the surface of a revolving grindstone by the application of a rod, bar or strip of metal to such surface.

2. *Exception.*—(1) Nothing in this Schedule shall apply to any factory in which only repairs are carried on except any part thereof in which one or more persons are wholly or mainly employed in the grinding or glazing of metals.

(2) Nothing in this Schedule except paragraph 4 shall apply to any grinding or glazing of metals carried on intermittently and at which no person is employed for more than 12 hours in any week.

(3) The Chief Inspector may by certificate in writing, subject to such conditions as he may specify therein, relax or suspend any of the provisions of this Schedule in respect of any factory if owing to the special methods of work or otherwise such relaxation or suspension is practicable without danger to the health or safety of the persons employed.

3. *Equipment for removal of dust.*—No racing, dry grinding or glazing shall be performed without—

(a) a hood or other appliance so constructed/arranged, placed and maintained as substantially to intercept the dust thrown off; and

(b) a duct of adequate size, air tight and so arranged as to be capable of carrying away the dust, which duct shall be kept free from obstruction and shall be provided with proper means of access for inspection and cleaning, and where practicable with a connection at the end remote from the fan to enable the Inspector to attach thereto any instrument necessary for ascertaining the pressure of air in the said duct; and

(c) a fan or other efficient means of producing a draught sufficient to extract the dust.

Provided that the Chief Inspector may accept any other appliance that is in his opinion, as effectual for the interception, removal and disposal of dust thrown off as a hood, duct and fan would be.

4. *Restriction on employment on grinding operations.*—Not more than one person shall at a time perform the actual process of grinding or glazing upon a grindstone, abrasive wheel or glazing appliance:

Provided that this paragraph shall not prohibit the employment of persons to assist in the manipulation of heavy or bulky articles at any such grindstone, abrasive wheel or glazing appliance.

5. *Glazing.*—Glazing or other processes, except processes incidental to wet grinding upon a grindstone shall not be carried on in any room in which wet grinding upon a grindstone is done.

6. *Hacking and rodding.*—Hacking or rodding shall not be done unless during the process either (a) an adequate supply of water is laid on at the upper surface of the grindstone or (b) adequate appliances for the interception of dust are provided in accordance with the requirements of paragraph 3.

7. *Examination of dust equipment.*—(a) All equipment for the extraction or suppression of dust shall at least once in every six months be examined and tested by a competent person, and any defect disclosed by such examination and test shall be rectified as soon as practicable.

(b) A register containing particulars of such examination and test shall be kept in a form approved by the Chief Inspector.

#### SCHEDULE V

Manufacture and treatment of lead and certain compounds of lead

1. *Exemptions.*—Where the Chief Inspector is satisfied that all or any of the provisions of this Schedule are not necessary for the protection of the persons employed, he may by certificate in writing exempt any factory from all or any of such provisions, subject to such conditions as he may specify therein.

2. *Definitions.* For the purpose of this Schedule.

(a) «Lead Compound» means any compound of Lead other than galena which, when treated in the manner described below, yields to an aqueous solution of hydrochloric acid, a quantity of soluble lead compound exceeding, when calculated as lead monoxide, five per cent of the dry weight of the portion taken for analysis. In the case of paints and similar products and other mixtures containing oil or fat the «dry weight» means the dry weight of the material remaining after the substance has been thoroughly mixed and treated with suitable solvents to remove oil, fats, varnish or other media. The method of treatment shall be as follows:—

A weighed quantity of the material which has been dried at 100°C. and thoroughly mixed shall be continuously shaken for one hour, at the common temperature with 1,000 times its weight of an aqueous solution of hydrochloric acid containing 0.25 per cent by weight of hydrogen chloride. This solution shall thereafter be allowed to stand for one hour and then filtered. The lead salt contained in the clear filtrate shall then be precipitated as lead sulphide and weighed as lead sulphate.

(b) «Efficient Exhaust draught» means localised ventilation effected by heat or mechanical means, for the removal of gas, vapour, dust or fumes so as to prevent them (as far as practicable under the atmospheric conditions usually prevailing) from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove smoke generated at the point where such gas, vapour, fumes or dust originate.

3. *Application.*—This Schedule shall apply to all factories or parts of factories in which any of the following operations are carried on:—

(a) Work at a furnace where the reduction or treatment of zinc or lead ores is carried on.

(b) The manipulation, treatment or reduction of ashes containing lead, the desilvering of lead or the melting of scrap lead or zinc.

(c) The manufacture of any solder or alloys containing more than ten per cent, of lead.

(d) The manufacture of any oxide, carbonate, sulphate, chromate, acetate, nitrate or silicate of lead.

(e) Handling or mixing of lead tetra-ethyl.

(f) Any other operation involving the use of a lead compound.

(g) The cleaning of work-rooms where any of the operations aforesaid are carried on.

4. *Prohibition relating to women and young persons.*—No woman or young person shall be employed or permitted to work in any of the operations specified in paragraph 3.

5. *Requirements to be observed.*—No person shall be employed or permitted to work in any process involving the use of lead compounds if the process is such that dust or fume from a lead compound is produced therein, or the persons employed therein are liable to be splashed with any lead compound in the course of their employment unless the provisions of paragraphs 6 to 14 are complied with.

6. *Exhaust draught.*—Where dust, fume, gas or vapour is produced in the process, provision shall be made for removing them by means of an efficient exhaust draught so contrived as to operate on the dust, fume, gas or vapour as closely as possible to the point of origin.

7. *Certificate of fitness.*—A person medically examined under paragraph 8 and found fit for employment shall be granted by a Certifying Surgeon a certificate of fitness in Form No. 22 and such certificates shall be in the custody of the manager of the factory. The certificate shall be kept readily available for inspection by any Inspector and the person granted such a certificate shall carry with him, while at work, a token giving reference to such certificate.

8. *Medical Examination.*—(1) The person so employed shall be medically examined by a Certifying Surgeon within 14 days of his first employment in such process and thereafter shall be examined by the Certifying Surgeon at intervals of not more than three months, and a record of such examinations shall be entered by the Certifying Surgeon in the special certificate of fitness granted under paragraph 7.

(2) If at any time the Certifying Surgeon is of opinion that any person is no longer fit for employment on the grounds that continuance therein would involve special danger to health, he shall cancel the special certificate of fitness of that person.

(3) No person whose special certificate of fitness has been cancelled shall be employed unless the Certifying Surgeon, after re-examination, again certifies him to be fit for employment.

9. *Food, drinks, etc., prohibited in work-rooms.*—No food, drinks, pan and supari or tobacco shall be brought into or consumed by any worker in any work-room in which the process is carried on and no person shall remain in any such room during intervals for meals or rest.

10. *Protective clothing.*—Suitable protective overalls and head coverings shall be provided, maintained and kept clean by the factory occupier and such overalls and head coverings shall be worn by the persons employed.

11. *Cleanliness of work-rooms, tools, etc.*—The rooms in which the persons are employed and all tools and apparatus used by them shall be kept in clean state.

12. *Washing facilities.*—(1) The occupier shall provide and maintain for the use of all persons employed suitable washing facilities consisting of—

(a) a trough with a smooth impervious surface fitted with a waste pipe without plug and of sufficient length to allow at least 60 centimetres for every ten persons employed at any one time, and having a constant supply of clean water from taps or jets above the trough at intervals of not more than 60 cms.; or

(b) at least one wash-basin for every ten persons employed at any one time, fitted with a waste pipe and having a constant supply of clean water; together with, in either case, a sufficient supply of nail brushes, soap or other suitable cleansing material and clean towels.

(2) The facilities so provided shall be placed under the charge of a responsible person and shall be kept clean.

13. *Dining-room or Canteen.*—The occupier shall provide and maintain for the use of the persons employed suitable and adequate arrangements for taking their meals. The arrangements shall consist of the use of a room separate from any work-room which shall be furnished with sufficient tables and benches, and unless a canteen serving hot meals is provided, adequate means of warming food. The room shall be adequately ventilated by the circulation of fresh air, shall be placed under the charge of a responsible person and shall be kept clean.

14. *Cloak-room.*—The occupier shall provide and maintain for the use of persons employed, suitable accommodation for clothing not worn during working hours and for the drying of wet clothing.

## SCHEDULE VI

Cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam

1. *Definition.*—For the purpose of this Schedule «Sand blasting» means the blasting of any articles by a jet of sand, metal shot, grit or other abrasive.

2. *Sand blasting to be done in enclosed chamber.*—Sand blasting shall not be done in any room except in an enclosed chamber or cabinet in which no other work is performed and at which efficient means are provided, arranged and maintained to prevent the escape of dust to the outside of such chamber or cabinet.

3. *Prohibition relating to employment of women and young persons.*—No woman or young person shall be employed or permitted to work at any operation of sand blasting.

4. *Protective equipment.*—(1) unless he is wearing a suitable protective helmet and gauntlets—

(a) no person shall be employed or permitted to work at blasting in the open air or work within thirty feet of sand blasting apparatus is in operation in the open air; and

(b) no person shall be employed or permitted to work or allowed in a sand blasting chamber whilst the sand blasting apparatus is in operation.

(2) The occupier of the factory shall provide and maintain in good condition all helmets, overalls and gauntlets that are necessary to comply with the requirements of this Schedule.

(3) Every protective helmet shall carry the distinguishing mark of the person by whom it is to be used and shall be provided with a sufficient supply of pure air for breathing and ventilation, together with suitable arrangements to permit the escape of the expired air.

(4) No person shall wear a protective helmet that has been worn by another person unless such protective helmet shall have been thoroughly disinfected.

(5) All persons engaged in blasting while at work shall wear the protective equipment provided under the provisions of this paragraph.

## SCHEDULE VII

Liming and tanning of raw hides and skins and processes incidental thereto

1. *Cautionary notices.*—(1) Cautionary notices as to anthrax in the form specified by the Chief Inspector shall be affixed in prominent positions in the factory where they may easily and conveniently read by the persons employed.

(2) A copy of a warning notice as to anthrax in the form specified by the Chief Inspector shall be given to each person employed when he is engaged and subsequently if still employed, in the first day of each calendar year.

(3) Cautionary notices as to the effects of chrome on the skin shall be affixed in prominent positions in every factory in which chrome solutions are used and such notices shall be so placed as to be easily and conveniently read by the persons employed.

(4) Notices shall be affixed in prominent places in the factory stating the position of the «First Aid» box or cupboard and the name of the person in charge of such box or cupboard.

(5) If any person employed in the factory is illiterate, effective steps shall be taken to explain carefully to such illiterate person the contents of the notices specified in paragraphs 1, 2 and 4 and if chrome solutions are used in the factory, the contents of the notice specified in paragraph 3.

2. *Protective clothing.*—The occupier shall provide and maintain in good condition the following articles of protective clothing—

(a) Water proof footwear, leg coverings, aprons and rubber gloves for persons employed in process involving contact with chrome solutions including the preparation of such solutions;

(b) Protective footwear, aprons and gloves for persons employed in the handling of hides or skins other than in process specified in clause (a);

Provided that gloves shall not be required for persons fleshing by hand or where there is no risk of contact with lime, sodium sulphide or other caustic liquor.

3. *Washing facilities, mess-room and cloak-room.*—There shall be provided and maintained in a cleanly state and in good repair for the use of all persons employed.

(a) a trough with a smooth impervious surface fitted with a waste pipe without plug, and of sufficient length to allow at least two feet of every ten persons employed at any one time, and having a constant supply of water from taps or jets above the trough at intervals of not more than two feet; or

(b) at least one basin for every ten such persons employed at any one time, fitted with a waste pipe and plug and having a constant supply of water; together with, in either case, a sufficient supply of nail brushes, soap or other suitable cleansing materials and clean towels;

(c) a suitable mess-room, adequate for the number remaining on the premises during the meal intervals, which shall be furnished with (1) sufficient tables and benches and (2) adequate means for warming food and for boiling water.

The mess-room shall (1) be separate from any room or shed in which hides or skins are stored, treated or manipulated, (2) be separate from the cloak-room and (3) be placed under the charge of a responsible person;

(d) suitable accommodation for clothing not worn during working hours with adequate arrangements for drying the clothing if wet. The accommodation so provided shall be placed under the charge of a responsible person.

4. *Food, drinks, etc., prohibited in work-room.*—No food, drinks, pan and supari or tobacco shall be brought into or consumed by any worker in any work-room or shed in which hides or skins are stored, treated or manipulated.

5. *First-aid arrangements.*—The occupier shall—

(a) arrange for an inspection of the hands of all persons coming into contact with chrome solutions to be made twice a week by a responsible person;

(b) provide and maintain a sufficient supply of suitable ointment and impermeable waterproof plaster in a box readily accessible to the worker and used solely for the purpose of keeping the ointment and plaster.

## SCHEDULE VIII

Manufacture or Manipulation of Nitro or Amino Compounds

1. *Application.*—This Schedule shall apply in respect of all factories or any part thereof in which process of manufacturing or manipulation of a nitro or amino compound (hereinafter referred to as the said manufacturing process) is carried on:

Provided that clauses Paragraphs 25 and 26 shall only apply to a process involving manufacture or manipulation of compounds mentioned in Appendix B (hereinafter referred to as the said manufacturing process B).

## PART I

2. *Definition.*—(a) For the purpose of this Schedule a nitro or amino compound means a nitrated or aminated compound of aromatic hydrocarbons mentioned in Appendix A or B attached thereto.

(b) «Approved» means approved by the Chief Inspector.

(c) «First Employment» means first employment in the said manufacturing process and also re-employment in such manufacturing process following any cessation of employment for continuous period exceeding three calendar months.

(d) «Efficient Exhaust Draught» means localised ventilation effected by mechanical means for the removal of gas, vapour, dust or fume so as to prevent them from escaping into the air or any place in which work is carried on. No draught, shall be deemed to the efficient which fails to remove smoke generated at the point where such gas, vapour, fumes or dust originate.

(e) Manipulation shall include mixing, blending, filling, emptying, grinding, sieving, drying, packing, sweeping, handling, using or chemical processing of a nitro or amino compound.

(f) «Air Line respirator» means a helmet on face-piece with necessary connections by means of which a person using it in a poisonous, or irritant atmosphere breathes ordinary air or any other suitable apparatus approved in writing by the Chief Inspector.

3. *Cautionary placard.*—Cautionary placard in the form specified in Appendix C attached to this Schedule and printed in the language of the majority of the workers employed shall be affixed in prominent places frequented by them in the factory where the placards can be easily and conveniently read by the workers; and arrangements shall be made by the occupier to instruct periodically all workers employed in the said manufacturing process regarding precautions contained in the cautionary placard.

**4. Prohibition relating to employment of women and young persons.**—No woman or young person shall be employed or permitted to work in any room in which the said manufacturing process is carried on or in which a nitro or amino compound is stored.

**5. Air Space.**—In every room in which the said manufacturing process is carried on there shall be at least 15 centimetres of air space excluding any space occupied by machinery, equipment or any other article, for each person employed therein and in computing this air space no height over 2.5 metres shall be taken into account.

**6. Efficient Exhaust Draught.**—Unless the said manufacturing process is completely enclosed so as not to give rise to dust or fume it shall not be carried on without the use of an efficient exhaust draught when a nitro or amino compound—

(a) is introduced into a tank, hopper, machine or container or filled into cartridge; or

(b) is ground, crushed, mixed, sieved or blended.

**7. Floor of work-rooms.**—The floor of every work-room in which the said manufacturing process is carried on shall be (a) smooth and impervious to water provided that asphalt or tar shall not be used in the composition of the floor, (b) maintained in sound condition, (c) sloped and provided with gutters, and (d) thoroughly washed daily by means of hose-pipe and drain water shall be led into a sewer through a closed channel.

**8. Work-benched.**—Work-benches on which a nitro or amino compound is manipulated shall (a) have a smooth impervious surface preferably of stainless steel and (b) shall be washed daily with a hose-pipe or cleaned by means of a suction cleaning apparatus at a time when no other work is being carried on thereat.

**9. Waste.**—(1) A suitable receptacle made of non-absorbable material with a tightly fitting cover, shall be provided and used for depositing waste, like cloth, paper or other material with a nitro or amino compound.

(2) All such contaminated waste material shall be destroyed by burning at least once a week.

**10. Empty containers.**—Empty containers used for holding compounds included under Appendix A shall be thoroughly cleaned of their contents and treated with an inactivating agent before being discarded.

**11. Decontamination of pit, tank, etc.**—(a) Before a worker enters a tank, pit, kettle or any other confined space which contained a nitro or amino compound it shall be thoroughly washed and decontaminated.

(b) No part of the plant which has contained a nitro or amino compound shall be repaired or opened for repairs unless it has been emptied of such compound, thoroughly washed and decontaminated.

(c) Records of such treatment shall be maintained in a register approved by the Chief Inspector and the register shall be made available for inspection when required by an Inspector.

**12. Manual handling.**—A nitro or amino compound shall not be required or allowed to be mixed, filled, emptied or handled except by means of a scoop with a handle which shall be thoroughly cleaned daily.

**13. Protective wear.**—The occupier shall provide, maintain, clean and in good repair protective clothing and other equipment as specified in the table below:—

TABLE

Process	Protective clothing and other equipment
For manipulation of compounds mentioned in Appendix A and B.	(a) Long pants and shirts or overalls with long sleeves and head coverings. The shirt or overalls shall cover the neck completely. (b) Rubber gloves, rubber gum boots, rubber aprons and air line respirator.
For manipulation of compounds mentioned in Appendix B.	(c) White clean clothing mentioned in (a) above, in addition to white clean shirts, singlet and protective equipment as in (b) above. (d) White long-sleeved apron.

**14. Medical facilities.**—(1) The occupier of the factory shall appoint a qualified medical practitioner whose appointment shall be subject to confirmation by the Chief Inspector. The qualified medical practitioner so appointed shall be known as the appointed doctor.

(2) The occupier shall provide.—

(a) For the purpose of medical examination which the appointed doctor wishes to conduct at the factory premises for his exclusive use a room which shall be properly cleaned, adequately ventilated, lighted and furnished with a screen, a table (with writing materials) chairs and facilities and instrument for such examination, and

(b) Oxygen gas with qualified personnel for its administration.

**15. Medical examination.**—(1) (a) No person shall be employed in the said manufacturing process unless he has been examined by using appropriate tests and found fit for the said process by the appointed doctor. Results of such examination shall be entered in a register approved by the Chief Inspector. The register shall contain the names of workers employed in the said manufacturing process A and B separately.

(b) The person examiner in compliance with sub-paragraph (1) (a) shall be re-examined by the appointed doctor at intervals of not more than 3 months or at such interval as may be directed in writing by the Chief Inspector and records of such examination shall be entered in the register provided under the said sub-paragraph.

(c) If at any time the appointed doctor is of opinion that any person is no longer fit for employment in the said manufacturing process on the ground that continuance thereof would involve special danger to health he shall make a record of his findings in the said register and intimate the manager in writing that the said person is unfit to work in the said manufacturing process.

(d) A person so found unfit by the appointed doctor shall be sent by the manager to the Certifying Surgeon with a report from the appointed doctor. The Certifying Surgeon after examination may suspend the said person from work in the said manufacturing process.

(2) (a) A person employed in the said manufacturing process shall be medically examined by a Certifying Surgeon with thirty days of his first employment in such process and if found fit for employment in the said process he shall be granted by the Certifying Surgeon, a certificate of fitness in Form No. 22. The person granted such a certificate shall carry with him while at work, a token giving reference to such certificate.

(b) After the first examination the person so examined by the Certifying Surgeon at intervals of not more than twelve months and a record of such examination shall be entered by the Certifying Surgeon in the special certificate of fitness no. 22.

(c) If at any time the Certifying Surgeon is of the opinion that any person is no longer fit for employment on the grounds that continuance therein would involve special danger to health he shall cancel the special certificate of fitness in Form no. 22 of that person.

(d) No person whose special certificate of fitness in Form no. 22 has been cancelled shall be employed or permitted to work unless the Certifying Surgeon after re-examination, again certifies him to be fit for employment in the said process.

(3) The register of results of examination maintained by appointed doctor referred to in sub-paragraph (1) (a) and the special certificates in Form No. 22 granted by the Certifying Surgeon shall be in the custody of the manager of the factory and shall be kept readily available for inspection by an Inspector.

(4) No person other than the person granted a certificate of fitness in Form No. 22 by the Certifying Surgeon and carrying a token referred to in sub-paragraph (2) (a) above shall be allowed to work in any work-room in which the said manufacturing process is carried on.

**16. Washing and bathing facility.**—(1) The following washing and bathing facilities shall be provided and maintained in cleanly state and in good repair for the use of all persons employed in the said manufacturing process:—

(a) A wash place under cover with clean towels, soap and nail brushes and with at least one stand pipe for every five such persons having constant supply of water.

(b) 50 per cent of the stand pipes provided under item (1) above shall be located in bathing rooms where both hot and cold water shall be made available during the working hours of the factory and for one hour thereafter.



(c) The washing and bathing facilities shall be within a radius of 15 metres from the area housing the said manufacturing process.

(d) Clean towels shall be provided individually to each worker if so ordered by an Inspector.

(e) In addition to taps mentioned under item (a), one stand pipe in which warm water made available shall be provided on each floor.

(2) Arrangement shall be made to wash factory uniforms/cloths compulsorily every day.

17. *Washing and bathing.*—(a) All workers employed in the said manufacturing process shall carefully wash their hands and face before partaking of food or leaving the factory.

(b) *Bath Register.*—Workers employed in the said manufacturing process shall take a bath daily at the factory premises and enter their names in the bath register in token of having done so.

18. *Food, drinks etc., prohibited in work-room.*—No workers shall consume food, drinks, pan supari or tobacco or shall smoke in any work-room in which the said manufacturing process is carried on and no worker shall remain in any such room during intervals for meals or rest.

19. *Cloak room.*—There shall be provided and maintained in a clean state and in good repair for the use of the persons employed in the said manufacturing process (a) a cloak room with lockers having two compartments one for street clothes and other for factory clothes, (b) a place, separate from the locker room and from the mess-room, for the storage of protective equipment provided under paragraph 13. The accommodation so provided shall be under the care of a responsible person and shall be kept clean.

20. *Mess room.*—There shall be provided for the use of all persons employed in the factory and remaining on the premises during the meal intervals, a mess-room which shall be furnished with (a) tables, and benches and (b) means for warming food.

21. *Time allowed for washing.*—Before each meal and before the end of the day's work at least ten minutes in addition to the regular intervals shall be allowed for washing to each person who has been employed in the said manufacturing process.

22. *Drying stoves.*—(1) Every drying stove shall be efficiently ventilated to the outside air in such a manner that hot air from the stove shall not be drawn into any work-room.

(2) No person shall enter stove to remove the contents until a free current of air has been passed through it by mechanical means.

23. *Non-sparking tools.*—Non-sparking tools shall be provided for the purpose of cleaning or repairing machinery or operating any process where vapours of betanaphthylamine are evolved.

24. *Testing of atmosphere etc.*—Amines in the atmosphere of the work-room where the manufacturing process is carried on shall be estimated once every week and records of results of such estimates shall be made available when required by an Inspector.

## Part II

25. *Separation of processes.*—The said manufacturing process B shall be carried on in rooms which shall not communicate with any other room except through a passage open entirely to outside atmosphere.

26. *Limitation of exposure.*—(1) No worker under the age of 40 years shall be engaged in the factory for the said manufacturing process B for the first time after the date on which these rules come into force.

(2) Before the end of the day's work at least one hour shall be allowed for bathing to each person, who is employed in the said manufacturing process B including the time allowed under paragraph 19.

27. *Exemption.*—If in respect of any factory the Chief Inspector is satisfied that (owing to the exceptional circumstances or infrequency of the process or for any other reason) all or any of the provisions of this Schedule are not necessary for the protection of persons employed in the factory he may by certificate in writing exempt such factory from all or any of such provisions subject to such conditions as he may specify therein. Such certificates may at any time be revoked by the Chief Inspector.

## Appendix «A»

(See paragraphs 2, 10, 13 and 15)

The benzenes, toluences, xylenes, having undergone nitration once or several times (nitrodinitro and trinitro benzene and its homologues) and their chlorinated compounds, naphthalenes, having undergone nitration once or several times, aniline and its homologues (toluidine, xylydine, cumidine), anisidine, phenetidine and their chlorinated, nitrated, and alkylated compounds (dimethylaniline, toluylendiamine, toluidine, phynulhydrazine, toluylhydrazine).

## Appendix (B)

(See paragraphs 2, 13, 15, 25 and 26)

Alphanaphthylamine.  
Betanaphthylamine.  
Benesidine and its salts.  
Dianisiline.  
Tolidine.  
Dichlorobenzidine.

## Appendix «C»

(See paragraph 3)

### Cautionary Placard

Advice to workers—

(1) Nitro and amino compounds or aromatic hydrocarbons are dangerous. In this factory you have to handle them frequently.

(2) All items of protective wear provided should be made use of to safeguard your health.

(3) Maintain scrupulous cleanliness at all times. Before meal wash hands and feet. A bath before leaving the factory is essential, taking care to wash the head well.

(4) If any chemical falls on your body wash it off immediately with soap and water. Change clothing at once, if solid with a cyanotic nitro or amino compound. Contact the appointed doctor immediately.

(5) Do not handle any nitro or amino compound with bare hands. Use a long handled scoop.

(6) Avoid alcoholic drinks as these increase risk of poisoning.

(7) In case of illness contact the Factory Manager and the appointed doctor.

(8) Do not chew, eat, drink or smoke in the work room or with solid hands. Keep food and drink away from the work place.

(9) If you work with Betanaphthylamine or benzidine or its salts, alphanaphthylamine or dianisidine.—

(a) remember that serious effects will follow after a number of years if great care is not taken to observe absolute cleanliness of body, clothes, machinery and tools;

(b) at meal time, wash face and hands twice with soap and water to remove all chemicals; wear a long sleeved clean apron while eating.

(c) before leaving the factory take a bath using soap and water twice; after this put on your home clothes.

## SCHEDULE IX

### Manipulation of acids or alkalis

1. *Definition.*—For the purposes of this Schedule acids or alkalis include sulphuric acid, nitric acid, hydro-chloric acid, hydrofluoric acid or carbolic acid or anhydrous liquor ammonia, sodium hydroxide or potassium hydroxide or mixtures thereof.

2. *Application.*—This Schedule shall apply in respect of all factories or any part thereof in which acids or alkalis are manufactured, stored, handled, packed or used.

3. *Flooring.*—The floor of every work-room to which this Schedule applies shall be made of impervious, fire-resistant material and shall be so constructed as to prevent collection of acids and alkalis. The surface of such floor shall be smooth and cleaned as often as necessary, and maintained in a sound condition.

4. *Protective equipment.*—(1) The occupier shall whenever so directed by an Inspector provide, maintain in good order and keep in a clean condition for the use of all persons employed in any operation mentioned in paragraph 2 suitable protective wear for hands and feet, suitable aprons, acid handlers, goggles, and suitable respirators.

(2) The protective equipment provided shall be used by the person concerned while at work.

5. *Water facilities.*—Where any of the operations mentioned in paragraph 2 is carried on, there shall be provided close to the place of such operation a source of water at a height of 2 metres secured from a pipe of 25 m. m. diameter and fitted with a quick acting valve so that in case of injury to the water worker by acid or alkalis, the injured part can be thoroughly flooded with water.

6. *Cautionary Notice.*—A cautionary notice in the following form and printed in the language which majority of the workers employed understand, shall be affixed prominently close to the place where any of the operations mentioned in paragraph 2 is carried on and where it can be easily and conveniently read by the workers. If any worker is illiterate, effective steps shall be taken to explain carefully to him contents of the notice so affixed.

#### CAUTIONARY NOTICE

##### Danger

Acide and Alkalis cause severe burns and vapours thereof may be extremely hazardous. In case of contact immediately flood the part affected with plenty of water for at least 15 minutes.

7. *Transport.*—(a) Acids or alkalis shall not be filled, moved or carried except in containers, including crates of sound construction and of sufficient strength.

(b) Containers having a capacity of 2½ or more gallons of acid or alkalis shall be placed in a receptacle or crate and then carried by more than one person at a height below the waist line unless a suitable rubber wheeled truck is used for the purpose.

8. *Device for handling acids or alkalis.*—(a) Suitable tilting or lifting device shall be used for emptying jars or carboys containing acids.

(b) Alkalis shall not be handled by bare hands but by means of a suitable scoop.

9. *Opening of valves.*—Valves fitted to containers holding acid or alkali which do not work freely shall not be forced open. They shall be opened by a worker suitably trained for the purpose.

10. *Cleaning, tanks, stills, etc.*—In cleaning out or removing residues from stills or other large chambers used for holding acids wooden implements shall be used to prevent production of arseniuretted hydrogen (Arsine).

11. *Storage.*—Acids shall not be stored in any room used for storing turpentins, carbides, metallic powders and combustible materials.

12. *Fire extinguishers.*—An adequate number of a suitable type of fire extinguishers shall be placed near each acid storage which shall be regularly tested and refilled. Clear instructions as to how the extinguishers should be used printed in the language which majority of workers employed understand shall be affixed near each extinguisher.

13. *Exemption.*—If in respect of any factory on an application made by the Manager, the Chief Inspector is satisfied that owing to the exceptional circumstances of the infrequency of the process, or for any other reason, all or any of the provisions of this Schedule are not necessary for the protection of the persons employed in such factory, he may by certificate in writing exempt such factory from all or any of the provisions indicated in such certificate on such conditions as he may specify therein. Such certificate may at any time be revoked by the Chief Inspector.

#### SCHEDULE X

##### Manufacture of Manipulation of Dangerous Pesticides

##### 1. Definitions.—For the purpose of this Schedule—

(a) «pesticides» means agents used for the purpose of destroying or arresting the growth or increase of harmful organisms;

(b) (dangerous pesticides) means pesticides or mixtures or such pesticides as are included in the list of dangerous

pesticides in Appendix I attached to this Schedule and any other specific substance declared as a dangerous pesticide by the Chief Inspector in writing.

(c) «suspension» means suspension from employment in any process in which dangerous pesticide is used by written certificate in the Health Register in Form 7 signed by the Certifying Surgeon, who shall be competent to suspend all persons employed in such process;

(d) «first employment» means first employment in any manufacturing process referred to in this Schedule and also re-employed, in such manufacturing process following any cessation of employment for a continuous period exceeding three calendar months;

(e) «efficient exhaust draught» means localised ventilation effected by mechanical means, for the removal of gas, vapour, dust or fumes so as to prevent them from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove smoke generated at the point where such gas, vapour, fume or dust originates;

(f) «manipulation» includes mixing, blending, filling, emptying, packing, handling or using of a dangerous pesticide.

2. *Application.*—This Schedule shall apply in respect of all factories or any part thereof in which the process of manufacturing or manipulation of a dangerous pesticide (hereinafter referred to as the acid manufacturing process) is carried on.

3. *Cautionary Placard.*—A cautionary placard in the form specified in Appendix II attached to this Schedule and printed in the language of the majority of the workers employed, shall be affixed in prominent place frequented by them in the factory where the placards can be easily and conveniently read by the workers and arrangements shall be made by the occupier to instruct periodically all workers employed in the said manufacturing process regarding the health hazards connected with it and methods to promote themselves.

4. *Prohibition relating to employment of women and young persons.*—No women or young persons shall be employed or permitted to work in any room in which the said manufacturing process is carried on or in any room in which a dangerous pesticide is stored.

5. *Air space.*—In every room in which the said manufacturing process is carried on there shall be at least 15 cubic metres of air space, excluding any space occupied by machinery, equipment or any other articles, for any person employed therein, and in computing this air space, no height over 3.5 metres shall be taken into account.

6. *Prohibition of the said manufacturing process without efficient exhaust draught.*—The said manufacturing process shall not be carried on without the use of efficient exhaust draught when.

(a) a container holding a dangerous pesticide is emptied, or

(b) a dangerous pesticide is introduced into container tank, hopper or machine or filled in small sized packings, or

(c) a powder or liquid is prepared from a dangerous pesticide, or

(d) a dangerous pesticide is blended unless the process is completely enclosed.

7. *Floor of workroom.*—The floor of every workroom in which the said manufacturing process is carried on shall be.

(a) of cement or similar material so as to be smooth and impervious to water.

(b) maintained in sound condition.

(c) sloping and provided with gutters for adequate drainage, and

(d) thoroughly washed daily by means of hose pipe.

8. *Work benches.*—The work benches at which a dangerous pesticide is manipulated shall.

(a) have smooth surface and be of non-absorbent material, preferably of stainless steel, and

(b) be cleaned daily.

9. *Waste.*—(a) A suitable receptacle with tightly fitting cover shall be provided and used for depositing waste like cloth, paper or other materials soiled with a dangerous pesticides.

(b) All such contaminated waste shall be destroyed by burning at least once a week.

10. *Empty containers used for dangerous pesticides.*—Such containers shall be destroyed or thoroughly cleaned of their

contents and treated with an incaticating agent before being discarded.

11. *Manual handling.* — A dangerous pesticide shall not be required or allowed to be manipulated by hand except by means of a long handled scoop.

12. *Protective clothing.* — (1) Protective clothing shall be provided and maintained in good repair for all workers and such clothing shall be worn by the workers concerned. The protective clothing shall consist of.

(a) long pants and shirts or overalls with long sleeves and head coverings.

(b) rubber gloves, gum boots, rubber aprons, chemical safety goggles and respirators.

(c) where the pesticide contains oil, the rubber gloves, bolts and aprons shall be of synthetic rubber.

(2) Where the worker has to handle a dangerous pesticide.

(a) containing phosphorous or nicotine, the protective clothing shall be washed daily both inside and outside, and if the protective clothing mentioned in clause (a) of sub-paragraph (1) is soiled with such pesticides it shall be changed immediately; and

(b) not containing phosphorous or nicotine the protective clothing mentioned in clause (a) of sub-paragraph (1) shall be washed frequently.

13. *Medical examination.* — (1) (a) No person shall be employed in the said manufacturing process unless he has been examined by the Certifying Surgeon with seven days preceding his first employment and certified fit for such employment.

(b) No person shall be employed in the said manufacturing process unless he is re-examined by the Certifying Surgeon at least once in every three calendar months.

(c) The Certifying Surgeon shall examine persons employed in the said manufacturing process by giving due notice to all concerned.

(d) A Health Register in Form 7 containing the names of all workers employed in the said manufacturing processes shall be kept.

(e) No person after suspension shall be employed without written sanction from the Certifying Surgeon entered in or attached to the Health Register.

(2) The Chief Inspector may order any suitable clinical test or tests to be carried out in respect of the workers employed in any factory where the said manufacturing process is carried on at such intervals as he deems fit.

14. *Medical facilities.* — (1) The Occupier shall engage a qualified medical practitioner who shall examine and, if necessary, treat on the premises of the factory all workers who handle dangerous pesticides for effects of excessive absorption at least once a week. The occupier shall make necessary arrangement to ensure quick availability of a qualified medical practitioner emergency cases.

(2) Medicaments including antidotes and other equipments necessary for treatment of excessive absorption of a dangerous pesticide shall be provided by the occupier.

(3) Records of such examination and treatment shall be maintained in such form as may be approved by the Chief Inspector and shall be made available to Inspector for inspection.

15. *Time allowed for washing.* — Before each meal and before the end of the day's work at least ten minutes in addition to the regular rest interval shall be allowed for washing to each person who has been employed in the said manufacturing process.

16. *Washing and bathing facilities.* — (1) There shall be provided and maintained in cleanly state and in good repair for the use of all persons employed adequate washing and bathing places having a constant supply of water under cover at the rate of one such place for every 5 persons employed.

(2) The washing places shall have standpipes spaced at intervals of not less than one metre.

(3) Not less than one half of the total number of washing places shall be provided with bath rooms.

(4) Sufficient supply of clean towels made of suitable material shall be provided:

Provided that such towels shall be supplied individually for each worker if so ordered by the Inspector.

(5) Sufficient supply of soap and nail brushes shall be provided.

17. *Food, drinks, etc., prohibited in work rooms.* — No food, drinks, pan, supari or tobacco shall be consumed or brought by any worker into any workroom in which the said manufacturing process is carried on.

18. *Cloak Room.* — There shall be provided and maintained for the use of persons employed in the said manufacturing process.

(a) a cloak room for clothing put off during working hours with adequate arrangements for drying clothing, if wet.

(b) separate and suitable arrangements for the storage of protective clothing provided under paragraph 12.

19. *Mess Room.* — There shall be provided and maintained for the use of all persons employed in the factory and remaining on the premises during the rest intervals, a suitable mess room which shall be furnished with.

(a) sufficient tables and benches; and

(b) adequate means for warming food;

The mess room shall be placed under the charge of a responsible person and shall be kept clean.

20. *Exemption.* — If in respect of any factory the Chief Inspector is satisfied that owing to the exceptional circumstances or infrequency of the process, or for any other reason all or any of the provisions of this Schedule are not necessary to the protection of the persons employed in the factory, he may by a certificate in writing exempt such factory, from all or any of the provisions, on such condition as he may specify therein. Such certificate may, at any time be revoked by the Chief Inspector after recording his reasons therefor.

21. *Manipulation not to be undertaken.* — Manipulation of a pesticide other than those mentioned in Appendix I of the Schedule shall not be undertaken in any factory unless a certificate regarding its dangerous nature or otherwise is obtained from the Chief Inspector.

#### Appendix I

##### List of Dangerous Pesticides

Parthion.  
Diazinon.  
Hexaethyl tetraphosphate.  
Tetraethyl pyrophosphate.  
Tetraethyl ditripyrophosphate.  
Demeton (systex).  
Schradan (OMPR).  
Para-Oxon (E.600).  
Methyl Parathion.  
Dimefox.  
Sulphotepp.  
EPN.  
Nicotine or its compounds.  
Mercury compounds.  
Methyl Bromide.  
Cyanides.  
Chlordane.  
Endrin.  
Aldrin.  
Texaphene.  
Texaphene.  
Dinitro-o-cresol.  
Arsenical compounds.  
Cruolite.  
Pentachlorophenol.

#### Appendix II

##### Cautionary Placard

1. Pesticides are generally poisonous substances.

2. Therefore in rooms where these are handled —

(a) do not chew, eat, drink, or smoke, keep food away from pesticides.

(b) use the protective wear supplied e.g. gloves, aprons, clothes, boots, etc.

3. Before meals or when any part of the body has come in contact with the pesticides, wash with soap and water.

4. Before leaving the factory, take a bath and change your clothing.

5. Do not use any container that has contained a pesticide, as a pot for food or drink.

6. Do not handle any pesticide with bare hands, use a handled coop.

7. Avoid spilling of any pesticide on body, floor or table
8. Maintain scrupulous cleanliness of body and clothing and of your surroundings.
9. In case of sickness like nausea, vomiting or giddiness, inform the manager who will make necessary arrangements for treatment.

#### SCHEDULE XI

##### Processing of cashewnut

1. *Application.*—This schedule shall apply to all factories in which roasting, scrubbing and shelling of cashewnuts or extracting oil from cashewnuts or cashewnut shells is carried on.
2. *Prohibition of employment of women and young persons.*—No woman or young person shall be employed in any of the processes specified in Rule 1 except in shelling of roasted cashewnuts.
3. *Protective clothing and equipment.*—The occupier shall provide and maintain for the use of all persons employed in roasting and scrubbing of cashewnuts or extracting oil from cashewnuts or cashewnut shells:—
  - (a) suitable rubber or washable leather gloves;
  - (b) suitable type of impervious aprons with sleeves to cover body down to knees and shoulders;
  - (c) suitable type of footwear to afford protection to feet and legs against cashewnut oil;
  - (d) and for the workers employed in cashewnut shelling either;
    - (e) a protective ointment containing 10% of shellac 55% of alcohol, 10% of sodium perborate, 5% of carbitol and 20% talc or
    - (f) sufficient quantity of kaolin and coconut oil;
    - (g) any other material or equipment which the Chief Inspector of Factories may deem to be necessary for the protection of the workers;
4. *Use of Protective clothing and equipment.*—Every person employed in processes specified in Rule 1 shall make use of protective clothing and equipment supplied and arrangements shall be made by the occupier to supervise its use, maintenance and cleanliness.
5. *Disposal of Shells, ashes, or oil of cashewnut:*
  - i) Shells, ashes or oil of cashewnut shall not be stored in any room in which workers are employed and shall be removed at least twice a day to any pit or enclosed place in the case of shells and ashes and to closed containers kept in a separate room in the case of oil.
  - ii) No worker shall be allowed to handle shells or oil of cashewnuts without using the protective measures provided under Rule 3 above.
6. *Floors or workrooms.*—The floor of every workroom in which processes specified in Rule 1 are carried on, shall be of a hard material so as to be smooth and impervious and of even surface and shall be cleaned daily; and spillage of any cashewnut oil in any workroom shall be washed with soap and cleaned immediately.
7. *Seating accommodation.*—Workers engaged in shelling of cashewnuts shall be provided with adequate seats or workbenches which shall be cleaned daily.
8. *Rest rooms:*
  - (a) There shall be provided and maintained for the use of all persons employed in processes specified in Rule 1, a suitable rest room furnished with sufficient tables and chairs or benches;
  - (b) Separate lockers shall be provided where food etc. shall be stored by workers before it is consumed in the rest rooms.
9. *Food drink etc. prohibited in workrooms.*—No food, drink, pan, supari or tobacco shall be brought or consumed by any worker in any room in which processes specified in Rule 1 are carried out and no person shall remain in any such room during intervals for meals or rest.
10. *Washing facilities.*—Where roasting, scrubbing and shelling of cashewnuts or extracting oil from cashewnuts or cashewnuts shells is carried on there shall be provided and maintained in a clean and good repair washing facilities, with a sufficient supply of soap, coconut oil, nail brushes and

towels at the scale of one tap or stand pipe for every 10 workers and the taps or stand pipes shall be spaced not less than 4 feet apart.

11. *Time allowed for washing.*—Before each meal and before the end of the day's work, at least ten minutes, in addition to the regular meal time, shall be allowed for washing, to each person employed in processes specified in Rule 1.

12. *Smoke or gas produced by roasting cashewnuts.*—Where smoke or gas is produced in the operation of roasting, provision shall be made for removing the smoke or gas through a chimney of sufficient height and capacity or by such other arrangements as may be necessary to prevent the gas or smoke escaping into the air or any place in which workers are employed.

13. *Storage of Protective equipment.*—A suitable room or a portion of the factory suitably partitioned off shall be provided exclusively for the storage of all the protective equipment supplied to the workers and no such equipment shall be stored in any place other than the room or places so provided.

##### 14. Medical examination:

1. Every person employed in processes specified in Rule 1 shall be examined by the Certifying Surgeon once in every three months, or at such other intervals as may be specified in writing by the Chief Inspector of Factories on a day or which due notice shall be given to all concerned. The certifying Surgeon shall examine and certify the workers in the premises of the factory.

2. Every person employed shall present himself at the appointed time for examination by the Certifying Surgeon as provided in clause (1).

3. A Health Register in Form No. 20 containing the names of all persons employed in the process specified in Rule 1 shall be kept.

4. The Certifying Surgeon shall record the results of the examination against the name of each worker in the Health Register.

5. No person after suspension shall be employed in any process specified in Rule 1 without the written sanction from the Certifying Surgeon entered in the Health Register.

6. The Occupier shall appoint a person trained in First Aid who shall inspect daily the hands and feet of the persons employed in processes specified in Rule 1. The occupier shall keep a record of such inspections in a register in a Form approved by the Chief Inspector of Factories and any case of blistering shall be brought to the notice of Certifying Surgeon who shall direct them for treatment as may deem to be necessary.

7. The First Aid Box shall also contain Borrows solution 1 to 20 and adueous solution tannic acid 10% for treatment of cases of dermatitis.

15. The Chief Inspector of Factories may grant exemptions from the operations of any of these where he is satisfied that their observance is not necessary for safeguarding the health of the workers.

##### Rule prescribed under section 88

103. *Notification of accidents.*—(1) Where any accident specified in sub-clause (a) of clause 1 of the Schedule hereto appended or any occurrence specified in clause 2 of the said Schedule takes place in a factory, the manager of the factory shall, within 4 hours of the happening of such accident or occurrence, send notice thereof by telephone, special messenger or telegram to the Inspector and where the accident is fatal or of such a serious nature that it is likely to prove fatal, notice as aforesaid shall also be sent to.

(a) the District Magistrate or Sub-Divisional Magistrate, and

(b) the Officer-in-charge of the nearest police station.

(2) The notice so given shall be confirmed by the manager of the factory to the above mentioned authorities within 12 hours of the accident or occurrence by sending to them a written report in Form 24.

(3) Where any accident of a minor character, specified in sub-clause (b) of the said clause (1) takes place in a factory the manager shall, within 24 hours, after the expiry of the period specified in the said sub-clause (b) send notice thereof to the Inspector in Form 23.

(4) If in the case of an accident, the injured person subsequently dies due to such accident information of his death whenever known shall be sent by the manager by telephone specified messenger or telegram within 24 hours of the occurrence to.

(a) the Inspector.

(b) the District Magistrate or Sub-Divisional Magistrate, and

(c) the officer-in-charge of the nearest Police Station.

*Explanation.*—For the purposes of this rule «accident of a serious nature» means an accident which results in.

(i) immediate loss of any part of the body or any limb or part thereof;

(ii) crushed or serious injury to any part of the body due to which loss of the same is obvious or any injury which is likely to prove fatal;

(iii) unconsciousness; or

(iv) severe burns or scalds due to chemicals, steam or any other cause.

#### SCHEDULE

1. (a) Accidents which cause death to any person or are of a serious nature.

(b) Accidents which cause such bodily injury as prevents or will probably prevent the person injured from working for a period of 48 hours immediately following the accident.

2. The following classes of occurrences, whether or not they are attended by personal injury or disablement:

(a) Bursting of a vessel used for containing steam under greater than atmospheric pressure other than plant which comes within the scope of the Indian Boilers Act.

(b) Collapse or failure of a crane, derrick winch, hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturing of a crane.

(c) Explosion or fire causing damage to any room or place in which persons are employed or fire rooms of cotton pressing factories when a cotton opener is in use.

(d) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or a liquid or solid resulting from the compression of gas.

(e) Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall or building forming part of a factory or within the compound or curtilage of factory.

#### Rule prescribed under section 89

104. *Notice of poisoning or disease.*—A notice in Form 24 shall be sent forthwith both to the Chief Inspector and Certifying Surgeon by the manager of a factory in which there occurs a case of lead, phosphorus, mercury, manganese, arsenic, carbon, bisulphide or benzene, poisoning, or poisoning by nitrous fumes, or by halogen derivatives of the hydrocarbons of the aliphatic series; or of chrome ulceration, anthrax, silicosis, toxic anaemia, toxic jaundice, primary ophthalmomatous cancer of the skin or pathological manifestations due to radium, or other radio-active substances or x-Rays.

#### CHAPTER X

#### Supplemental

#### Rule prescribed under section 107

105. *Procedure in appeals.*—(1) An appeal presented under section 107 shall lie to the Chief Inspector, or in cases where the order appealed against is an order passed by that officer to the State Government or to such authority as the State Government may appoint in this behalf and shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and bearing appropriate Court-fees stamps and shall be accompanied by a copy of the order appealed against.

(2) *Appointment of assessors.*—On receipt of the memorandum of appeal, the appellate authority shall, if it thinks fit or if the appellate has requested that the appeal should be heard with the aid of assessors, call upon the body declared under sub-rule (3) to be representative of the industry concerned, to appoint an assessor within a period of 14 days.

If an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the hearing of the appeal and shall give due notice of such date to the appellant and to the Inspector whose order is appealed against and shall call upon the two assessors to appear upon such date to assist in the hearing of the appeal.

(3) The appellant shall state in the memorandum presented under sub-rule (1) whether he is a member of one or more of the following bodies. The body, empowered to appoint the assessor shall—

(a) if the appellant is a member of one of such bodies, be that body;

(b) if he is a member of two such bodies, be the body which the appellant desire should appoint such assessor; and

(c) if the appellant is not a member of any of the aforesaid bodies or if does not state in the memorandum which of such bodies he desires, should appoint the assessor, be the body which the appellant authority considers as the best fitted to represent the industry concerned.

1. Iron ore exporters Association.

2. Goa Chamber of Commerce.

3. Goa Mine owners Association

4. Mormugao Stevedores Association.

(4) *Remuneration of assessors.*—An assessor appointed in accordance with the provisions of sub-rule (2) and (3) shall receive for the hearing of the appeal, a fee to be fixed by the appellate authority, subject to a maximum of fifty rupees per diem. He shall also receive the actual travelling expenses. The fees and travelling expenses shall be paid to the assessor by Government but where assessors have been appointed at the request of the appellant and the appeal has been decided wholly and partly against him the appellate authority may direct that the fees and travelling expenses of the assessor shall be paid in whole or in part by the appellant.

#### Rule prescribed under section 108

106. *Display notices.*—The abstract of the Act and of the Rules required to be displayed in every factory shall be in Form 25.



## Rule prescribed under section 110

**107. Returns.**—The manager of every factory shall furnish to the Inspector or other officers appointed by the State Government in this behalf the following returns, namely:—

(1) Annual return.—On or before the 1st February of each year, an annual return in duplicate in Form 27 relating to the following matters:—

- (a) average number of workers employed daily and normal hours worked per week;
- (b) leave with wages;
- (c) number of discharged or dismissed workers;
- (d) wages in lieu of leave;
- (e) compensatory holidays;
- (f) canteens in the case of factories where in more than 250 workers are ordinarily employed;
- (g) creches in the case of factories wherein more than 50 women workers are ordinarily employed.
- (h) shelters, rest rooms, and lunch rooms in the case of factories wherein more than 150 workers are ordinarily employed.

(2) Half yearly return.—On or before the 15th July of each year, a half yearly return in duplicate in Form 27.

(3) Annual return of holidays.—Before the end of each year, a return giving notice of all the days on which it is intended to close the factory during the next ensuing year. If in any year a factory is newly started or restarted after a closure during the previous year. Such return shall be submitted before the date as such starting or restarting for the remaining period of the year:

Provided that the State Government may dispense with this return in the case of any specified factory or of any class of factories or of the factories in any particular area:

Provided further that the annual return of holidays shall be dispensed with in case of all factories:—

- (a) which regularly observe Sundays as holidays; or
- (b) which regularly observe a fixed day in the week as a holiday; or
- (c) which observe holidays according to a list approved by the Chief Inspector; where the manager of any factory makes any departure from such a holiday or list of holidays as aforesaid, prior intimation shall be given to the Chief Inspector.

## Rule prescribed under section 109

**108. Service of notice.**—The despatch by post under registered cover of any notice or order shall be deemed sufficient service on the occupier, owner, or manager of a factory of such notice or order.

## Rules 109-112 prescribed under section 112

**109. Information required by the Inspector.**—The occupier, owner or manager of a factory shall furnish any information that an Inspector may require for the purpose of satisfying himself whether any provision of the Act has been complied with or whether any order or an Inspection has been duly carried out. Any demand by an Inspector for any such information if made during the course of inspection, shall be complied with forthwith if the information is available in the factory, or, if made in writing, shall be complied with within seven days on receipt thereof.

**110. Muster-roll.**—(1) The manager of every factory, shall maintain a muster-roll of all the workers employed in the factory in Form 28 showing (a) the name of each worker, (b) the nature of his work, and (c) the daily attendance of the worker.

(2) The muster-roll shall be written up afresh each month and shall be preserved for a period of 3 years from the date of last entry in it;

Provided that if the daily attendance is noted in respect of Adults and Child Workers in the Registers of Workers in Form 16 and 18 respectively, or the particulars required under sub-rule (1) are noted in any other register, and such registers are preserved for a period of 3 years from the date of last entry in them, a separate muster-roll required under sub-rule (1) need not be maintained.

**111. Register of accidents and dangerous occurrences.**—(1) The manager of every factory shall maintain a Register of all accidents and dangerous occurrences which occur in his factory in Form 29 showing the—

- (a) Name of injured person (if any).
- (b) Date of accident or dangerous occurrence.
- (c) Date of report on Form 23 to Inspector.
- (d) Nature of accident or dangerous occurrence.
- (e) Date of return of injured person to work.
- (f) Number of days of absence from work of injured person.

(2) The manager of every factory shall furnish to the Inspector annually on or before the 15th February a copy of the entries in Form 30 relating to the year immediately preceding the 1st January.

**112. Maintenance of Inspection Book.**—(1) (i) The Manager of every factory shall maintain a bound Inspection Book in Form 30 of the size 35 cms. and shall produce it when so required by the Inspector or Certifying Surgeon.

(2) The Inspection Book shall contain at least 180 pages. Every third page thereof shall be consecutively numbered and the other two unnumbered pages between each two consecutively numbered pages shall have a vertical perforated straight line on the margin side at a margin of 2.54 cm.

(3) In case the Inspection Book containing remarks passed by the Inspector or Certifying Surgeon is lost, the manager of the factory shall forthwith report in writing the loss of the Inspection Book to the Inspector in charge of the area and immediately maintain a new Inspection Book.

The Manager shall obtain as early as possible copies of all available remarks from the Factory Inspection Office concerned, on payment of necessary typing charges.

**113. Information regarding closure of factories.**—

(1) The occupier and the Manager shall be jointly or severally responsible for sending information in duplicate, to the Inspector of any intended closure of the factory or any shift, section or department thereof, immediately after it is decided to do so, and before the closure takes place, stating:—

- (a) the date of intended closure;
- (b) the reasons for closure;
- (c) the number of workers on the muster-roll of the factory on the day the information is sent;
- (d) the number of workers likely to be affected by the closure; and
- (e) the probable period of closure;

Provided that in the case of any factory in respect of which Standing Orders settled or certified under the Industrial Employment (Standing Orders) Act, 1946, provided for the display on the notice boards of the factory of notice of the proposed closure of the factory or any shift, section, or department thereof, such information to the Inspector shall be given on the date on which such notice is displayed;

Provided further that it shall not be necessary for the occupier or manager to send information of intended closure if the closure is rendered inevitable on account of fire, breakdown or machinery, stoppage of power or water supply or any other cause beyond his control.

(2) The occupier and the manager shall be jointly or severally responsible for sending also information in duplicate to the Inspector, as soon as the factory or any shift, section or department thereof is actually closed, in the following form, namely:

Name of factory and full address	Name of Industry	Date of closure	Reasons for closure	Nature of closure whether entire or partial; if partial the shift, section or department closed	Number of workers on the muster roll of factory at the time of closure	Number of workers affected by the closure
1	2	3	4	5	6	7

Class of Industry whether (1) Cotton Textile or (2) Silk Textile or (3) Woollen Textile or (4) Hosiery or (5) Engineering or (6) Miscellaneous should be stated;

(3) The occupier and the manager shall be jointly or severally responsible for sending also information in duplicate to the Inspector as soon as the factory or any shift, section or department thereof is re-opened in the following form, namely:—

Name of factory and full address	Name of Industry	Date of closure	Number of workers affected at the time of closure	Factory or any shift, section or department thereof reopened	Number of workers on muster roll at the time of reopening	Number of workers (i) reemployed (ii) newly employed
1	2	3	4	5	6	7

Class of Industry whether (1) Cotton Textile or (2) Silk Textile, or (3) Woollen Textile, or (4) Hosiery, or (5) Engineering or (6) Miscellaneous, should be stated.

**Explanation 1.**—For the purposes of this rule, "closure" means the closing of a factory, or any shift, section or department thereof or the total or partial suspension of work (other than work of a temporary nature) by the occupier or manager of the factory, or total or partial refusal by the occupier

or manager of the factory to continue to employ persons employed by him where such refusal does not amount to the discharge, dismissal or suspension of a worker or workers by way of punishment.

**Explanation 2.**—This rule shall not apply in the case of a closure of any section or department of a factory if such closure does not affect the total number of workers employed in the factory.

## FORM No. 1

(See rule 3)

Application for permission to construct, extend or take into use any building as a Factory

1. Applicant's Name ...  
Applicant's Calling ...  
Applicant's Address ...
2. Full name and Postal Address of Factory ...
3. Situation of the factory ...  
Province ...  
District ...  
Town or Village ...  
Nearest Police Station ...  
Nearest Railway Station or Steamer Ghat ...
4. Particulars of plant to be installed ...

Signature of Applicant ...  
Date ...

Note.—This application shall be accompanied by the following documents:—

(a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;

(b) Plans, in duplicate, drawn to scale, showing—

- (i) the site of the factory and immediate surrounding including adjacent buildings and other structures, roads, drains, etc.; and
- (ii) the plan elevation and necessary cross-sections of the various buildings indicating all relevant details, relating to natural lighting, ventilation and means of escape in case of fire. The plan shall also clearly indicate the position of the plant and machinery, aisles and passage ways; and

(c) Such other particulars as the Inspector may require.

## FORM No. 2

(See Rules 5 and 14)

Application for Registration and Notice of Occupation specified in sections 6 and 7

(To be submitted in TRIPLICATE)

1. Full name of factory with factory licence number if already registered.

2. Full postal address and situation of the factory.

3. Full address to which communications relating to the factory should be sent.

4. Nature of manufacturing process/processes—

(a) carried on in the factory during the last twelve months (in the case of factories in existence on the date of commencement of the Act); and

(b) to be carried on in the factory during the next twelve months (in the case of all factories).

Manufactured to be Manufactured.

5. Names of—

- (a) the principal product ...
- (b) other products ...

6. Nature and total amount of (H.P.) power installed.

7. Maximum number of workers proposed to be employed on any one day during the year.

8. Maximum number of workers employed on any one day during the last twelve months (in the case of a factory in existence on the date of commencement of the Act).

9. Full name and residential address of the person who shall be manager of the factory for the purpose of the Act.

10. Full name and residential address of the occupier —

- (i) The proprietor of the factory in case of private firm/proprietary concern.
- (ii) Directors in case of a public limited liability company/firm.
- (iii) Where a managing agent has been appointed the name of the managing agent and directors thereof.
- (iv) Shareholders in case of a private Company.
- (v) The Chief Administrative Head in case of a Government factory or a factory run by a local authority or by any Statutory Corporation or body.

11. In the case of a factory constructed or extended after the date of the commencement of these Rules —

(a) Reference number and date of approval of the plans whether for old or new building or for construction or extension of factory by the State Government/Chief Inspector.

(b) Reference number and date of approval of the arrangement, if any, made for the disposal of trade waste and effluents and the name of the authority.

12. Full name and address of the owner of the premises or building (including the precincts thereof referred to in section 93).

13. Amount of fee (Rupees ...) paid in treasury on vide chalan No. ... (enclosed).

14. Amount of fee (Rupees ...)   
 postal order.   
 vide enclosed cross.   
 Cheque

No. ..., dated ... on

Bank

Post-office.

drawn in favour of the Chief Inspector of Factories.

Note. — (1) This form should be completed in ink in block letters or typed.

(2) Any subsequent change in any of the particulars given in columns 1 to 15 should be reported immediately.

(3) In case of a factory where under the proviso 10 sub-sections (1) and (2) of section 100, a person has been nominated as the occupier, information required in Item 10 should be supplied only in respect of that person, and the form should be accompanied by the nomination duly signed by the Directors or the shareholders as the case may be.

(4) Only one of the item no. 13 or 14 or 15 of the form should be filled as may be applicable to the case. Item no. 15 should be filled in the case of Government Factories only, and item no. 13 in all other cases.

(5) Item 12 is to be filled only when more than one factory is situated in the same premises or building.

Form No. 3

(See rules 5, 8 and 11)

Application for licence/renewal of licence of a factory   
 for the year ...

1. Full name of the factory
2. Full postal address and situation of the factory.
3. Full address to which communication should be carried (where the factory addresses serve the purpose of communication also this information need not be given).
4. Maximum number of workers to be employed on any day during the year.
5. Installed H. P. ...

Date ...

Signature of Occupier/Manager of the factory.

Form No. 4

(Prescribed under rule 6)

Registration and licence to work a factory

Registration No. ... Licence No. ...   
 Licence is hereby granted to ... valid only for the premises

described below for use as a factory employing more than/not more than ... persons on any one day during the year and installing motive power exceeding/not ... H.P. subject to the provisions of the Factories Act, 1948, and the Rules made thereunder.

This licence shall remain in force till the 31st day of December 196 ...

Fee paid Rs. ...

Fee due Rs. ...

Excess Rs. ...

The ... 19 ...

Chief Inspector of Factories, Government   
 of Goa, Daman and Diu

Description of the licensed premises.

The licensed premises shown on Plan No. ... dated ... are situated in ... and consist of ...

Renewals					
Date of renewal	For number of workers	F. For H.	Fees due	Excess paid	Date of expiry 31st December
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19
	Not exceeding	...	Not exceeding		19

FORM 5

(See rule 15)

Notice of change of manager

1. Name of factory with current licence number ...
  2. Postal address ...
  3. Name of outgoing manager ...
  4. Name of new manager with the postal address of his residence and telephone number if installed ...
  5. Date of appointment of the new manager ...
- Signature of occupier ...
- Date ...
- Signature of new Manager ...
- Date ...

FORM No. 6

(See rule 18)

Certificate of Fitness

1. Serial No. ... Serial No. ...   
 Date ... Date ...
2. Name ... I hereby certify that I have personally ...
3. Father's name ... Examined (name) ...
4. Sex ...
5. Residence ... Son/daughter of ...
- .....
- .....
6. Date of birth, if available and/or Residing at ... certify age.
7. Physical fitness ...
8. Descriptive marks ... who is desirous of being employed ... in factory, and that/his/her age is ... nearly as can be

ascertained from my examination is ... years, and that he/she is fit for employment in factory as an adult/child his/her descriptive marks are ...

9. Reason for—

(1) refusal of certificate ...

.....  
.....

or

(2) certificate being revoked ...

.....  
.....

Left hand  
thumb  
impression

Left hand  
thumb  
impression

Initials of  
Certifying Surgeon.

Certifying Surgeon.

FORM No. 7

[Prescribed under Rule 18(7)]

Health Register

(In respect of persons employed in occupations declared to be dangerous operations under section 87)

Name of Certifying Surgeon:

(a) Mr. ...  
From ... To ...  
(b) Mr. ...  
From ... To ...  
(c) Mr. ...  
From ... To ...

Serial No.	Works No.	Name of worker	Sex	Age (last birthday)	Date of employment of present work	Date of leaving or transfer to other work	Reason for leaving transfer or discharge	Nature of job or occupation	Raw material or By-product handled	Date of Medical Examination by Certifying Surgeon	If suspended from work state period of Suspension with detailed Reasons	Rectified fit to resume duty on with signature of Certifying Surgeon	If certificate of unfitness or suspension issued to worker	Signature with date of Certifying Surgeon
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note. — (i) Column 8. — Detailed summary of reason for transfer or discharge should be stated.  
(ii) Column 11.—Should be expressed at fit/unfit/suspended.

FORM No. 8

(See rule 20 and 40)

Record of lime-washing, Painting, etc.

Part of Factory, e.g. name of room	Parts lime-washed, painted, varnished or oiled, e.g. walls, ceilings, wood-work, etc.	Treatment, whether lime-washed, painted, varnished or oiled.	Date on which lime-washing, painting, varnishing or oiling was carried out (according to the English calendar)	Remarks
			Date Month Year	
1	2	3	4 5 6	7

Signature of Manager.

FORM No. 9

(Prescribed under Rule 47)

Register of Workers attending to Machinery

Name and No. Father's name of worker	Designation or nature of work	Department	Date when tight clothes provided	Signature or thumb impression of worker
1	2	3	4	5

FORM No. 10

(Prescribed under Rule 51)

Prescribed for Report of Examination of Hoist or Lift

Occupier (or owner) of premises ...  
Address ...

- Type of hoist or lift and identification number or description.
- Date of construction or reconstruction (if ascertainable).

2. Design and Construction ...  
Are all parts of the hoist or lift of good mechanical construction, sound material and adequate strength (so far as ascertainable).

3. Maintenance ...  
Are the following parts of the hoist or lift properly maintained and in good working order. If not, state what defects have been found.

- Enclosure of hoistway or liftway ...
- Landing gates and cage gate (s) ...
- Interlocks on the landing gates and cage gate(s) ...
- Other gate fastenings ...
- Cage or platform and fittings cage guides, buffers, interior of the hoistway or liftway.
- Over running devices ...
- Suspension ropes or chains and their attachments.
- Safety gear, i.e., arrangements for preventing fall of platform or cage/brakes.
- Brakes ...
- Worm or spur gearing ...
- Other electrical equipment ...
- Other parts ...

4. What parts (if any) were inaccessible?

5. Repairs, renewals, or alterations (if any) required and the period within which they should be executed.

6. Maximum safe working load subject to repairs, renewals or alterations (if any) specified in (5).

7. Others ...

I/We certify that on ... I/We thoroughly examined this hoist lift and that the above is a correct report of the result.

Signature ... Countersignature ...

Qualification ... If employed by a Company or association, give name and address.

Address ...

Date ...

Date ...

Note. — Details of any renewals of alterations required should be given in 5 below.

## FORM No. 11.

(Prescribed under rule 53)

Prescribed for report of Examination of the lifting machines, ropes and lifting tackles

## Particulars

1. Name of occupier of factory ...
2. Address of factory ...
3. Distinguishing number or mark (if any) and description sufficient to identify the lifting machine, chains, rope or the lifting tackle.
4. Date when the lifting machine, chain, rope or lifting tackle was first used in the factory.
5. Date of each examination made under section 29 (1) (a) (iii) and by whom it was carried out.
6. Date and number of the certificate relating to any test and examination made under sub-rule (1) of rule 60 together with the name of the person who issued the certificate.
7. Date of annealing or other heat treatment of the chain and lifting tackle carried out under sub-rule (5) of rule 60 and by whom it was carried out.
8. Particulars of any defect found at any such examination or after annealing and affecting the safe working load and of the steps taken to remedy such defect.

I/We certify that on ... I/We thoroughly examined the above mentioned lifting machine/chain/lifting tackle and that the above is a correct report of the result.

Signature ...

Countersignature ...

Qualification ... If employed by a Company or Association give name and Address.

Address ...

Date ...

Date ...

## FORM No. 12

(Prescribed under rule 54)

## Report of Examination of Pressure Vessel

1. Name of Occupier (or Factory) .....
2. Situation and address of factory .....
3. Name, description and distinctive number of pressure vessels .....
4. Name and address of manufacturer .....
5. Nature of process in which it is used .....
6. Particulars of vessel—
  - (a) Date of construction .....
  - (b) Thickness of walls .....
  - (c) Date on which the vessel was first taken into use .....
  - (d) Safe working pressure recommended by the manufacturer .....

(The history should be briefly given and the examiner should state whether he has seen the last previous report)

7. Date of last hydraulic test (if any) and pressure applied .....

8. Is the vessel in open or otherwise exposed to weather or to damp? .....

9. What parts (if any) were inaccessible .....

10. What examination and tests were made (specify pressure if hydraulic test was carried out) .....

11. Condition of vessel (state any defects materially affecting the safe working pressure or the safe working of the vessel) .....

External .....

Internal .....

12. Are the required fittings and appliances provided in accordance with the Rules for pressure vessels .....

13. Are all fittings and appliances properly maintained and in good condition .....

14. Repairs (if any) required and period within which they should be executed and any other condition which the person making the examination thinks it necessary to specify for securing safe working .....

15. Safe working pressure, calculated from dimensions and from the thickness and other data ascertained by the present examination, due allowance being made for conditions of working if unusual or exceptionally severe. (State minimum thickness of walls measured during the examination) .....

16. Where repairs affecting the safe working pressure are required state the working pressure—

(a) Before the expiration of the period specified in (14) ...

(b) After the expiration of such period if the required repairs have not been completed ...

(c) After the completion of the required repairs .....

17. Other observations .....

I certify that on ... the pressure vessel described above was thoroughly cleaned and (so far as its construction permits) made accessible for thorough examination and for such tests as were necessary for thorough examination and that on the said date, I thoroughly examined this pressure vessel, including its fittings and that the above is a true report of my examination.

Signature ...

Qualification ...

Address ...

Date ...

If employed by a Company or Association, give name and address ...

## FORM No. 13

(Prescribed under Rule 81)

## Register of Compensatory Holidays

Serial No.	Number in the register of workers	Name	Group or Relay No.	No. and date of exempting order	Year	Weekly rest days lost due to the exempting order in				Date of compensatory holidays given in				Remarks	
						January to March	April to June	July to September	October to December	January to March	April to June	July to September	October to December		Lost rest days carried to the next year
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16



## FORM No. 14

(Prescribed under Rule 83)

## Overtime Muster Roll for exempted Workers

Month ending 19

No. in register	Name	Department	Dates on which over-time has been worked	Extent of overtime on each occasion	Total over time worked on production in case of Piece workers	Normal hours	Normal rate wage	Cash equivalent of advantage accruing through concessional sale of food-grains or other articles	Overtime rate of wage double the rate in columns (8 and 9)	Normal earnings	Overtime earnings	Total earnings	Dates on which over-time Payment made
1	2	3	4	5	6	7	8	9	10	11	12	13	14

## FORM No. 15

(Prescribed under Rule 86)

## Notice of Periods of works for Adult Workers

Name of Factory ... Place ... District

Periods of work												Description of groups		Remarks
Groups	Men					Women					Group Letter	Nature of work		
	Total number of men employed					Total number of Women employed								
	A	B	C	D	E	F	G	H	I	J				
Relays	123	123	123.	123	123	123	123	123	123	123	123			

On working days:

From  
To  
From  
To  
From  
To

A  
B  
C  
D  
E  
F

On partial working days:

From  
To  
From  
To

G  
H  
I  
J

Date on which this notice first exhibited ... 19

(Signed) ...  
Manager,

## FORM No. 16

(Prescribed under Rule 87)

## Register of Adult Workers

Serial No.	Name	Father's name	Nature of work	Letter of Group as in Form .....	Number of relay, if working in shifts	No. and date of certificate if an adolescent		Remarks
						No. of certificate and date	Token Number giving reference to the certificate	
1	2	3	4	5	6	7	8	9

## FORM No. 17

(Prescribed under Rule 91)

## Notice of period of work for Child Workers

Name of Factory ... Place ... District

Periods of work	Children						Description of group	Remarks
	Total number of children employed ...							
Group	A		B		C		Group letter	Nature of work
Relays	1	2	1	2	1	2		

From  
To

A  
B  
C

Date on which this notice is first exhibited ... 196...

(Signed) ...  
Manager

## FORM No. 18

(Prescribed under Rule 92)

## Register of Child Workers

Serial No.	Name	Father's Name	Date of first employment	Number of certificate and its date	Token number giving reference to certificate	Letter of Groups as in Form	Number of relay, if working in shifts	Remarks
1	2	3	4	5	6	7	8	9

**FORM No. 19**  
(Prescribed under Rule 93)

**Register of Leave and Wages**

Factory ...  
Department ...

Part I — Adults  
Part II — Children

Name ...  
Father's Name ...

Serial No.	Serial No. in The Register of adults child workers	Date of entry into service	Calendar year of service	Number of days worked during calendar year					Total columns 5 to 8	Leave with wages to credit	
				Number of days of work performed	Number of days of lay-off	Number of days of maternity leave with wages	Number of days leave with wages enjoyed	Balance of leave with wages from preceding year		Leave with wages earned during the year (mentioned in column 4)	
1	2	3	4	5	6	7	8	9	10	11	
Total of columns 10 and 11	Whether leave with wages refused accordance with scheme under section 79(8)	Whether leave with wages not desired during the next calendar year	Leave with Wages enjoyed		Balance credit	Normal rate of wages	Cash equivalent or advantage accruing through concessional sale of food-grains or other articles	Rate of wages for leave with wages period (total of columns 17 and 18)	Discharged worker		Remarks
			From	To					Date of discharges	Date and amount of payment made in lieu of leave with wages due	
12	13	14	15	16	17	18	19	20	21	22	

Note. — Separate page will be allotted to each worker.

**FORM No. 20**  
(Prescribed under Rule 94)

**Leave Book**

(Shall be the same as «Register of Leave with Wages» (Form No. 19), but shall be made out separately for each worker on a thick bound sheet).

**FORM No. 21**

(See Rule 96)

I hereby nominate Shri ... who is my ... and resides at ... to receive the amount of the balance of my pay due for the period of leave with wages not available of, in the event of my death before resuming work.

Dated this                      day of                      19                      , at

Witnesses —

- 1.
- 2.

Signature of left thumb  
Impression of the workers.

**FORM No. 22**

(Prescribed under paragraph 17 of Schedule IV of Rule 98)

**Special Certificate of Fitness**

(In respect of persons employed in operation involving use of lead compounds).

Serial No. ...

Date

I hereby certify that I have personally examined ... son of ... residing at ... who is desirous of being employed as ... in the ... and that his age, as nearly as can be ascertained from my examination, is ... years and that he is, in my opinion, fit for employment at work involving the use of lead compounds.

His descriptive marks are:

...  
...

Left Thumb Im-  
pression of person  
examined

**Certifying Surgeon**

I certify that I examined the person mentioned above on	I extend this certificate until.	Signature of Certifying Surgeon	Note of symptoms of lead poisoning (if any)
---	----------------------------------	---------------------------------	---

**FORM No. 23**

(Prescribed under Rule 103)

**Notice of Accident or Dangerous Occurrence**  
(See instructions on reverse)

1. Name of Occupier (or Factory)...
2. Address of Works where accident or dangerous occurrence happened
3. Nature of Industry ...
4. Branch or Department and exact place where the accident or dangerous occurrence happened.
5. Injured person's name and address.
6. (a) Sex, (b) Age (last birthday), (a) ... (b) ... (c) ... and (c) Occupation of injured person.
7. Date and hour of accident or dangerous occurrence.
8. Hours at which he started work on day of accident.
9. (a) Cause or nature of accident (a) or dangerous occurrence.  
(b) If caused by machinery —  
(i) Give name of the machine and part causing the accident and (b) (i)  
(ii) State whether it was moved by mechanical power at the time. (b) (ii)  
(c) State exactly what injured person was doing at the time
10. Nature and extent of injuries (e. g. fatal, loss of finger, fracture of leg, scald, scratch followed by sepsis).
11. If accident is not fatal, state whether injured person\* is likely to be \*disabled for 48 hours or more.
12. Name of Medical Officer in attendance on injured person.

I certify that to the best of my knowledge and belief the above particulars are correct in every respect.

Signature of Occupier or Manager ...

Date of despatch of report ...

Note. — To be completed in legible handwriting or preferably typewritten.

This space to be completed by Inspector of Factories District .....

Date of Receipt .....

Accident No. ....

Industry No. ....

Causation No. ....

Sex (M., W., B or G.) .....

Other particulars (e. g., fatal, leg injury, arm injury, etc.).

Date of investigation .....

Result of Investigation .....

## FORM No. 24

(Prescribed under Rule 104)

To be filled in by the Chief Inspector.

No. of Case .....

Remarks .....

Notice of poisoning or disease  
(See instructions on reverse)

1. Name of factory .....
2. Address of factory .....
- Factory Particulars. 3. Address of office or private residence of occupier .....
14. Nature of Industry .....
- 14A. Name and address of the undertaking in which the patient presumes that he was exposed to the risk to which the Poisoning or Disease is attributed.
- 1B. Harmful agent or process to which Poisoning or Disease is attributed.
5. Name and Work Number of Patient .....
6. Address of Patient .....
7. Sex and Age of Patient .....
- Person Affected. 18. Precise occupation of the patient:—
- (a) at the place or last place of employment .....
- (b) at the undertaking in which the patient presumes that he was exposed to the risk to which poisoning or disease is attributed .....
9. Nature of Poisoning or Disease from which patient is suffering .....
- 9A. Approximate date or beginning and cessation of exposure of the patient to the harmful agent or process to which Poisoning or Disease is attributed according to item 4B above .....
- General particulars. 10. Has the case been reported to the Certifying Surgeon .....

Signature of Factory Manager ...

Dated ...

## FORM 25

(See Rule 106)

Abstract of the Factories Act, 1948 and the Goa, Daman and Diu Factories Rules, 1965

(To be fixed in a conspicuous and convenient place at or near the main entrance to the factory).

## Interpretation

«Factory» means any premises including the precincts thereof—

(i) whereon ten or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on, or

(ii) whereon twenty or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on.

But does not include a mine subject to the operation of the Mines Act, 1952 (XXXV of 1952) or a railway running shed.

«Worker» means a person employed, directly or through any agency, whether for wages or not, in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process, or the subject of the manufacturing process.

«Manufacturing process» means any process for making, altering, repairing, ornamenting, finishing, packing, oiling, washing, cleaning, breaking up, demolishing or otherwise treating, or adapting any article or substance with a view to its use, sale, transport, delivery or disposal, or pumping oil, water or sewage, or generating, transforming power, or composing types of printing, printing by letter-press, lithography, photogravure or other similar process or book-binding or constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels.

## Working hours, Holidays, intervals for rest, etc.

1. *Hours of work (Adults)* — Sections 51 and 54. — No adult worker shall be required, or allowed to work in a factory for more than 48 hours in any week and for more than 9 hours in any day. The minimum daily limit may be exceeded in order to facilitate the change of shifts subject to the previous approval of the Chief Inspector.

2. *Relaxation of Hours of Work (Adults)* — Section 64. — The ordinary limits on working of adults may be relaxed in certain special cases, e.g. workers engaged on urgent repairs in preparatory or complementary work which must necessarily be carried on outside the limits laid down for the general working of the factory; in work which is necessarily so intermittent that the intervals during which they do not work while on duty ordinarily amount to more than the intervals for rest; in work which for technical reasons must be carried on continuously; in making or supplying articles of prime necessity which must be made or supplied every day; in a manufacturing process which cannot be carried on except during fixed seasons, or at times dependent on the irregular action of natural forces; in engine rooms or boiler houses or in attending to power plant or transmission machinery in the printing of newspapers, which may be held up on account of breakdown of machinery, in the loading and unloading of railway wagons.

Except in the case of urgent repairs, the relaxation shall not exceed the following limits:—

(i) the total number of hours of work in any day shall not exceed ten;

(ii) the total number of hours of overtime work shall not exceed 50 for any one quarter;

(iii) the spread over inclusive of intervals for rest shall not exceed 12 hours in any one day.

The restrictions imposed by clauses (i) and (ii) of sub-section (4) of section 64 shall not apply to cases where a shift worker has failed to report for duty and another shift worker has to work the whole or part of a subsequent shift subject to the conditions prescribed by Government.

In case of any or all adult workers in any factory, the ordinary limits on working hours of adults may be relaxed for a period or periods not exceeding in the aggregate 3 months in any year, to enable the factory to deal with an exceptional press of work.

3. *Payment for Overtime* — Section 59. — Where a worker works in a factory for more than 9 hours in day or for more than 48 hours in any week shall, in respect of overtime work be entitled to wages at the rate of twice his ordinary rate of wages.

4. *Exemption of Supervisory Staff* — Section 64. — Chapter VI of the Act — Working hours of adults — does not apply to persons holding positions of supervision or management or employed in a confidential position in a factory.

**5. Weekly Holiday (Adults) — Section 52.** — No adult worker shall be required or allowed to work in a factory on the first day of the week, unless he has, or will have, a holiday for a whole day on one of the three days immediately before or after the said day, and the manager of the factory has before the said day or the substituted day, whichever is earlier, delivered a notice at the office of the Inspector of his intention to require the worker to work on the said day and of the day which is to be substituted and displayed a notice to that effect in the factory:

Provided that no substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for the whole day.

Where a worker in a factory, as a result of exemption from the ordinary provision relating to weekly holidays, is deprived of any of the weekly holidays, he shall be allowed, within the month in which such holidays were due to him or within the two months immediately following that month, compensatory holidays of equal number to the holidays so lost.

**6. Intervals for Rest (Adults) — Sections 55 and 56.** — The periods of work of adult workers in a factory each day shall be so fixed that no period shall exceed 5 hours before he has had an interval for rest of at least half an hour and that inclusive of his intervals for rest they shall not spread over more than 10½ hours any day or, with the permission of the Chief Inspector in writing, 12 hours. Subject to the control of the State Government, the Chief Inspector may, by written order and for the reasons specified therein, exempt any factory so however that the total number of hours worked by a worker without any interval does not exceed six.

**7. Prohibition of Double Employment — Section 60, 71 and 99.** — No child or except in certain circumstances and adult worker, shall be required or allowed to work in any factory on any day on which he has already been working in any other factory.

If a child works in a factory on any day on which he has already been working in another factory, the parent or guardian of the child or the person having custody of or control over him or obtaining any direct benefit from his wages shall be punishable with fine, which may extend to Rs. 50 unless it appears to the Court that the child so worked without the consent or connivance of such parent, guardian or person.

**8. Prohibition of Employment of Children under 14 — Section 67.** — No child who has not completed his fourteenth year shall be required or allowed to work in any factory.

**9. Hours of Work (Children) — Section 71.** — No child shall be employed or permitted to work in any factory for more than 4½ hours in any day and during the night (Night means a period of at least twelve consecutive hours which shall include the interval between 10 p. m. and 6 a. m.). The periods of work of all children employed in a factory shall be limited to two shifts which shall not overlap for spread-over more than 5 hours each and each child shall be employed in only one of the relays.

The provision relating to weekly holiday shall also apply to child workers and no exemption from this provision may be granted in respect of any child.

**10. Prohibition of Employment of Women — Section 66.** — No woman shall in any circumstances be employed in any factory for more than 9 hours in any day or between the hours of 7 p. m. and 6 a. m.

#### Leave with Wages

**11. Leave with Wages. — Sections 79, 80 and 83 and Rules.** — Every worker who has worked for a period of 240 days or more in a factory during a calendar year shall be allowed during the subsequent calendar year leave with wages for a number of days calculated at the rate of —

(i) if an adult, one day for every twenty days of work performed by him during the previous calendar year;

(ii) if a child, one day for every fifteen days of work performed by him during the previous calendar year;

For the purpose of computation of the period of 240 days or more, (a) any days of lay-off by agreement or contract or as permissible under the standing orders; (b) in the case of a female workers, maternity leave for any number of days not exceeding twelve weeks and (c) the leave earned in the year prior to that in which the leave is enjoyed shall be deemed to be days on which a worker has worked in a factory.

The leave admissible shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

For the leave allowed to him a worker shall be paid at a rate equal to the daily average of his total full-time earnings, exclusive of any overtime earnings and bonus, but inclusive of dearness allowance and the cash equivalent of any advantage accruing by the sale by the employer of foodgrains and other articles at concessional rates for the days on which he worked during the month immediately preceding his leave.

Where the employment of a person commences otherwise than on the first day of January he shall be entitled to leave with wages at the rates laid down in sub-paragraph (1), if he has worked for two-thirds of the total number of days in the remainder of the calendar year.

If a worker is discharged or dismissed from service during the course of the years he shall be entitled to leave with wages at the rates laid down in sub-paragraph (1) irrespective of the number of days he has worked.

If the employment of a worker entitled to leave with wages is terminated by the occupier before he has taken the entire leave to which he is entitled, or if having applied for and having not been granted such leave, the worker quits his employment before he has taken the leave the occupier of the factory shall pay him the amount payable in respect of the leave not taken and such payment shall be made, where the employment of the worker is terminated by the occupier, before the expiry of the second working day after such termination and where a worker who quits his employment, on or before the next pay day.

If a worker wants to avail himself of the leave with wage due to him to cover a period of illness he shall be granted such leave even though an application for the same is not made within 15 days in advance and in such cases he shall be paid wages of leave.

The Manager shall maintain a leave with wages register in form 19 and shall provide each worker with a book called the «Leave Book» in form 20. The Leave Book shall be the property of the worker and the Manager or his agent shall not demand it except to take relevant entries therein whenever necessary and shall not keep it for more than a week at a time.

If a worker loses Leave Book the Manager shall provide him with another copy on payment of ten Naye paise and shall complete it from his record.

#### Health

**12. Cleanliness-Section 11.** — Except in cases specially exempted, all inside walls and partitions, all ceilings or tops of rooms and all walls, sides and tops of passages and staircases in a factory shall be kept while washed or colour-washed. The white washing or colour washing shall be carried out at least once in every period of fourteen months. The floors of every workroom shall be cleaned at least once in every week by washing using desinfectant, where necessary, or some other method.

**13. Disposal of Wastes and Effluents-Section 12.** — Effective arrangements shall be made in every factory for the disposal of waste and effluents due to the manufacturing process carried on therein.

**14. Ventilation and Temperature-Section 13.** — Effective and suitable provision shall be made in every factory for securing and maintaining in every workroom, adequate ventilation by the circulation of fresh air and such a temperature as will secure to workers therein reasonable conditions of comfort and prevent injury to health.

**15. Overcrowding-Section 16.** — Unless exemption has been granted, there shall be in every workroom of a factory in existence on 1st April 1949 at least 350 cubic feet and of a factory built after this date at least 500 cubic feet of space for every worker employed therein and for this purpose no account shall be taken of any space which is more than 14 feet above the level of the floor of the room.

**16. Lighting-Section 17.** — In every part of a factory where workers are working or passing there shall be provided and maintained sufficient and suitable lighting, natural or artificial or both.

**17. Drinking Water-Section 18.** — In every factory effective arrangements, shall be made to provide and maintain at

suitable points, conveniently situated for all workers employed therein, a sufficient supply of whole some drinking water.

In every factory wherein more than 250 workers at ordinarily employed the drinking water shall, during the hot weather, be cooled by ice or other effective methods. The cooled drinking water shall be supplied in every canteen, lunch room and rest room and also at conveniently accessible points throughout the factory.

**18. Latrines and Urinals-Section 19 and Rules.**—In every factory sufficient latrine and urinal accommodation of the prescribed type (separate enclosed accommodation for male and female workers) shall be provided in conveniently situated and accessible to workers at all times while they are at the factory. Every latrine shall be under cover and so partitioned off as to secure privacy and shall have a proper door and fastenings. Sweepers shall be employed whose primary duty it would be to keep clean latrines, urinals and washing places.

**19. Spittoons-Section 20.**—In every factory there shall be provided a sufficient number of spittoons of type prescribed in convenient places and they shall be maintained in a clean and hygienic condition. No person shall spit within the premises of a factory except in the spittoons provided for the purpose. Whoever spits in contravention of this provision shall be punishable with fine not exceeding five rupees.

#### Safety

**20. Fencing of Machinery-Section 21.**—In every factory dangerous parts of machines, e.g. every moving part of a prime mover and every fly wheel connected to a prime mover, etc. etc. shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery they are fencing are in motion or in use.

**21. Work on or near Machinery in Motion-Section 22.**—No woman or young person shall be allowed to clean, lubricate or adjust any part of a prime mover or of any transmission machinery while the prime mover or transmission machinery is in motion, or to clean, lubricate or adjust any part of any machine, if the cleaning, lubrication, or adjustment thereof would expose the woman or young person to risk of injury from any moving part either of that machine or of any other adjacent machinery.

**22. Employment of Young Persons on Dangerous Machinery-Section 23.**—No young person shall work at any machine declared to be dangerous unless he has been fully instructed as to the dangers arising in connection with the sufficient training in work at the machine or is under adequate supervision by a person who has a thorough knowledge and experience of the machine.

**23. Using of New Machinery-Section 26.**—In all machinery driven by power and installed in any factory after 31st December, 1964 every set screw, belt or key on any revolving shaft, spindle, wheel or pinion shall be so sunk, encased or otherwise effectively guarded as to prevent danger; all spur, worm and other toothed friction gearing which does not require frequent adjustment while in motion shall be completely encased, unless it is so situated as to be as safe as it would be if it were completely encased.

Whoever sells or lets on hire or as agent of a seller or hirer, causes or procures to be sold or let on hire, for use in a factory any machinery driven by power which does not comply with these provisions, shall be punishable with imprisonment for a term which may extend to 3 months or with fine which may extend to five hundred rupees or with both.

**24. Prohibition of Employment of Women and Children near Cotton Openers-Section 27.**—No woman or child shall be employed in any part of a factory for pressing cotton in which cotton opener is at work.

**25. Lifting Machines, Chains, Ropes and Lifting Tackles-Section 29.**—All parts including the working gear, whether fixed or movable of every lifting machine and every chain, rope or lifting tackle shall be of good construction, sound material and adequate strength and free from defects; properly maintained and thoroughly examined by a competent person at least once in every period of twelve months and a register shall be maintained in a prescribed form of every such examination. Effective measure shall also be taken to ensure that the crane does not approach within twenty feet of the place where a person is employed or working on or near the wheel track of a travelling crane.

**26. Excessive Weight-Section 34.**—No woman or young person shall unaided by another person lift, carry or move by hand or on head any material, article, tool or appliance exceeding the following limits:

	Kgms.
Adult female .....	30
Adolescent male .....	30
Adolescent female .....	20
Male child .....	16
Female child .....	13

**27. Protection of Eyes-Section 35.**—Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the vicinity of processes which involve risk of injury to the eyes from particles or fragments thrown off in the course of the process or which involve risk of injury to the eyes by reason of exposure to excessive light.

**28. Precautions in case of Fire-Section 39.**—Every factory shall be provided with adequate means of escape in case of fire for the person employed therein. The doors affording exit from any room shall unless they are of the sliding type, be, constructed to open outwards. Every window, door or other exit affording a means of escape in case of fire, other than the means of exit in ordinary use, shall be distinctively marked. Effective and clearly audible means of giving warning in case of fire to every person employed in the factory shall be provided. Effective measures shall be taken to ensure that wherein more than twenty workers are ordinarily employed in any place above ground floor or wherein explosive or highly inflammable materials are used to store, all the workers are familiar with the means of escape in case of fire and have been adequately trained in the routine to be followed in such case.

#### Welfare

**29. Washing Facilities-Section 42.**—In every factory adequate and suitable facilities for washing shall be provided and maintained for the use of the workers therein. Such facilities shall include soap and nail brushes or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

If female workers are employed, separate facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass.

**30. Facilities for storing and Drying Clothing-Section 43 and Rules.**—In the case of certain dangerous operations, e. g., lead processes, liming and tanning of raw hides and skins etc., suitable places for keeping clothing not worn during working hours and for the drying of wet clothing shall be provided and maintained.

**31. Facilities for Sitting-Section 44.**—In every factory suitable arrangement for sitting shall be provided and maintained for all workers obliged to work in a standing position in order that they may take advantage of any opportunities for rest which may occur in the course of their work.

**32. First Aid and Ambulance Room-Section 45.**—There shall in every factory be provided and maintained so as to be readily accessible during all working hours first-aid boxes or cup-boards equipped with the prescribed contents. Each first-aid box or cupboard shall be kept in the charge of a separate responsible person who is trained in first-aid treatment and who shall always be available during the working hours of the factory.

In every factory wherein more than 500 workers are employed there shall be provided and maintained an ambulance room of the prescribed size and containing the prescribed equipment. The ambulance room shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such other staff as may be prescribed.

**33. Canteens-Section 46 and Rules.**—In specified factories wherein more than 250 workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of the workers. Food, drink and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of a Canteen Managing Committee which shall be appointed by the Manager and shall consist of an equal number of persons nominated by the occupier and elected by the workers. The number of elected workers shall be in the proportion of 1 for every 1,000 workers employed in the factory provided that in no case shall there be more than 5 or less than 2 workers



on the Committee. The Committee shall be consulted from time to time on to the quality and quantity of food-stuff to be served in the canteen the arrangement of the menus, etc. etc.

**34. Shelters, Rest Rooms and Lunch Rooms-Section 47.**—In every factory wherein more than 150 workers are ordinarily employed, adequate and suitable shelters or rest rooms and a suitable lunch room, with provision for drinking water, where workers can eat meals brought by them shall be provided and maintained for use of the workers.

**35. Creches-Section 48 and Rules.**—In every factory wherein more than 50 women workers are ordinarily employed there shall be provided and maintained a suitable room or rooms for the use of children under the age of six years of such women. The Creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or a cradle with the necessary bedding for each child, at least one chair or equivalent seating accommodation for the use of the mother while she is feeding or attending her child and a sufficient supply of suitable toys for older children.

There shall be in or adjoining the Creche a suitable wash-room for the washing of the children and their clothing. An adequate supply of clean towels shall be made available for each child while it is in the Creche. At least half a pint of clean pure milk shall be available for each on every day it is accommodated in the Creche and the mother of such a child shall be allowed in the course of her daily work suitable intervals to feed the child. For children above two years of age, shall be provided in addition an adequate supply wholesome refreshment. A suitably fenced and shady open air playground shall be also provided for the older children.

**36. Welfare Officer-Section 49.**—In every factory wherein 500 or more workers are ordinarily employed, the occupier shall employ in the factory such number of Welfare Officers as may be prescribed.

#### Special Provisions

**37. Dangerous Operations-Section 87 and Rules.**—Employment of women, adolescents and children is prohibited or restricted in certain operations declared to be dangerous, e. g., manufacture of aerated water, electroplating, manufacture and repair of electric accumulator, glass manufacture, grinding or glazing of metals, manufacture and treatment of lead and certain compounds of lead, generating petrol gas from petrol, sand blasting and liming and tanning of raw hides and skins.

**38. Notice of Accidents-Section 88 and Rules.**—Where in any factory an accident occurs which causes death or which causes bodily injury by reason of which the person injured is prevented from working for a period of 48 hours or more immediately following the accident or which, though not attended by personal injury or disablement, is of one of the following types:

- (i) Bursting of a vessel used for containing steam under pressure greater than atmospheric pressure other than plant which comes within the scope of the Indian Boilers Act;
- (ii) Collapse or failure of a crane, derrick, winch, hoist or other appliances used in raising or lowering persons or goods or any part thereof, or the overturning of a crane;
- (iii) Explosion of fire causing damage to any room or place in which persons are employed or fire in rooms of cotton pressing factories where a cotton opener is in use;
- (iv) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from compression of gas;
- (v) Collapse or subsidence of any floor-gallery, roof bridge tunnel, chimney, wall or building forming part of a factory or within the Compound or curtilage of factory;

The Manager of the factory shall forthwith send notice thereof to the Chief Inspector. If the accident is fatal or of such serious nature that it is likely to prove fatal, notice shall also be sent to the District Magistrate or the Sub-divisional Officer and the Officer-in-charge of the nearest Police Station.

**39. Notice of Certain Diseases—Section 89 and Rules.**—Where any worker in a factory contracts any of the following diseases, the Manager of the Factory shall send notice thereof, forthwith both to the Chief Inspector and the Certifying Surgeon:—

Lead, phosphorous, mercury, maganes, arsenic, carbon bisulphide or benzene poisoning or poisoning by nitrous fumes, or by halogens or halogenderivatives of the hydrocarbons of the aliphatic series; or of chrome ulceration, anthrax silicosis, toxic anaemi, toxic jaundice, primary

opitheliomatous cancer of the skin, or pathological manifestations due to radium or other radio-active substance or X-rays.

**40. No charge for Facilities and Conveniences—Section 114.**—No fee or charge shall be realised from any worker in respect of any arrangements or facilities to be provided or any equipments or appliances to be supplied by the occupier under the provisions of the Act.

**41. Powers of Inspectors—Sections 9 and 82.**—Inspectors have power to inspect factories at any time and may require the production of registers, certificates, etc., prescribed under the Act and the Rules.

Any Inspector may institute proceedings on behalf of any worker to recover any sum required to be paid by an employer under the provisions relating to leave with wages, which the employer has not paid.

**42. Obligations of Workers-Sections 97 and 111.**—No worker in a factory—

(i) shall wilfully interfere with or misuse any appliance, convenience or other thing provided in a factory for the purposes of securing the health, safety or welfare of the workers therein.

(ii) shall wilfully and without any reasonable cause do anything likely to endanger himself or others; and

(iii) shall wilfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the health or safety of the workers therein.

If any worker employed in a factory contravenes any of these provisions or any rule or order made thereunder the shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to Rs. 100 or with both.

If any worker employed in a factory contravenes any provision of the Act or any rules or orders made thereunder imposing any duty or liability on workers shall be punishable with fine which may extend to Rs. 20.

**43. Certificate of Fitness-Sections 68, 70 and 98.**—No child who has completed his fourteenth year or an adolescent shall be required or allowed to work in any factory unless a certificate of fitness granted with reference to him is in the custody of the Manager of the factory and such child or adolescent carries, while he is at work, a token giving a reference to such certificate. Any fee payable for such a certificate shall be paid by occupier and shall not be recoverable from the young person, his parents or guardian.

An adolescent who has been granted a certificate of fitness to work in a factory as an adult and who while at work in a factory carries a token give reference to the certificate shall be deemed to be an adult for all the purposes of the provisions of the Act relating to the working hours of adults and the employment of young persons. \*No such adolescent who has not attained the age of seventeen years shall be employed or permitted to work in any factory during night and for this purpose «night» shall mean a period of at least twelve consecutive hours which shall include an interval of at least seven consecutive hours falling between 10 p.m. and 7 a.m.\*. An adolescent who has not been granted a certificate of fitness to work in a factory as an adult shall, notwithstanding his age, be deemed to be a child for all the purposes of the Act.

Whoever knowingly uses or attempts to use, as a certificate of fitness granted to himself, a certificate granted to another adolescent to work in a factory as an adult or who having procured such a certificate knowingly allows it to be used or an attempt to use it to be made, by another person, shall be punished with imprisonment for a term which may extend to one month or with fine which may extend to Rs. 50 or with both.

**44. Registers, Notices and Returns-Sections 61, 63, 72, 74, 79, 80 and 110.**—A register of adult workers in the prescribed Form no. 16 and a register of child workers in the prescribed Form no. 18 shall be maintained by the Manager of every factory.

A notice of periods of work for adults and a notice of periods of work for children in the prescribed Forms no. 15 and 17 shall be correctly maintained and displayed in every factory. No adult worker or child shall be required or allowed to work in any factory otherwise than in accordance with their respective notice of period of work displayed in the factory.

The owners, occupiers or managers of factories shall submit the prescribed periodical returns to the Inspector regularly.

## FORM No. 26

[Prescribed under clause (1) of Rule 107(i)]

## Annual Return

Year ending 31st December 196

Name of Factory .....

Name of Occupier .....

Name of Manager .....

1. District .....
2. Postal address .....
3. Nature of Industry .....

Men .....

Woman .....

Adolescents —

- \*4. Average number of workers employed daily

Male .....

Female .....

Children —

Male .....

Female .....

5. Normal hours worked per week

Men .....

Woman .....

Children .....

6. Number of days worked in the year

7. Does the factory come under —

- (i) section 87
- (ii) section 93

8. Average daily number of workers employed in dangerous operations
- Leave with wages

9. Total number of persons employed during the year.

Men .....

Woman .....

Children .....

10. Number of persons who are entitled to annual leave with wages during the calendar year to which this return relates.

11. Number of persons who were granted leave during the year —

Men .....

Woman .....

Children .....

12. Number of persons who gave notice not to avail themselves of leave during the year in which leave accrued —

Men .....

Woman .....

Children .....

- 1 Number of discharged or dismissed workers.

- 12A. Number of workers discharged or dismissed from service during the year. Wages in lieu of leave.

- 12B. (i) Number of discharged workers paid wages in lieu of leave;

- (ii) Total amount of wages paid in lieu of leave.
- Compensatory holidays

13. Number of workers exempted from section 52 of the Factories Act —

Men .....

Woman .....

14. Number of workers who received holidays in the —

1. Same month.
2. Following month.
3. Third month.

15. Canteen.

## Type Canteen

Providing cooked food and refreshments

Providing cooked food only

Providing refreshments and tea only

Providing tea only

(A)\*

(B)\*

(C)\*

(D)\*

1

2

3

4

5

6

\* While furnishing information please use symbols.

## Creche

16. Number of children admitted to the creche.

17. Approximate average daily attendance of children at the creche —

- (a) 2 years and below .....
- (b) above 2 years .....

18. Details of facilities provided with regard to —

- (a) Milk .....
- (b) Food .....
- (c) Clothes .....
- (d) Toys .....
- (e) Medical Aid .....
- (f) Others .....

19. Details of staff employed —

- (i) Doctor .....
- (a) Males .....
- (b) Females .....

- (ii) Nurses .....
- (iii) Teachers .....
- (iv) Ayahs .....
- (v) Sweepers .....

## Shelters, Restrooms and Lunchrooms

20. Approximate average daily attendance of workers at the shelter, restroom or lunchroom —

21. Details of facilities provided with regard to drinking water —

22. Details of accommodation, furniture and other equipment provided —

Signature of Manager

Date .....

Note. Rules 38 (1) of the Union Territories of Goa, Daman and Diu Factories Rules, 1964 and the Section of 3 of the Factories Act 1948 are Printed in extenso on the reverse of this Form.

## FORM No. 27

(Prescribed under «clause 2» of rule 107)

## Half-Yearly Return

Period ending 30th June 196 /31st December 196

Name of Factory .....

Name of Occupier .....

Name of Manager .....

(1) District .....

(2) Postal Address .....

(3) Nature of Industry .....

- (4) \*Average number of workers employed daily.
- |   |                     |
|---|---------------------|
| { | Men .....           |
|   | Women .....         |
|   | Adolescents — ..... |
|   | Male .....          |
|   | Female .....        |
|   | Children — .....    |
| { | Male .....          |
|   | Female .....        |

- (5) Number of days worked during the half year ending 30th June 196 /31st December 196 .

Signature of Manager.

\* The average daily number should be calculated by dividing the aggregate number of attendances on working days by the number of working days during the half-year. In reckoning attendances by temporary as well as permanent employees should be counted, and all employees should be included, whether they are employed directly or under contractors. Attendances on separate shifts (e. g., night and day shifts) should be counted separately. Days on which the factory was closed, for whatever cause, and days on which the manufacturing processes were not carried on should not be treated as working days. Partial attendance for less than half a shift on a working day should be ignored, while attendance for half a shift or more on such days should be treated as full attendance.

#### FORM No. 28

(See Rule 110)

##### Muster Roll

Name of factory ..... Place ..... District .....

Serial No.	Name	Father's name	Nature of work	For the period ending ...					Remarks
				1	2	3	4	5	

#### FORM No. 29

(See Rule 111)

##### Register of Accidents and Dangerous Occurrences

Name of injured person (if any)	Date of accident or dangerous occurrence	Date of Report in Form 24 to Inspector	Nature of accident or dangerous occurrence	Date of return of injured person to work	Number of days injured person was absent from work
1	2	3	4	5	6

#### FORM No. 30

(Prescribed under rule 108)

Inspection Book containing headings as under

Page	Heading
Covering page .....	Inspection Book for Inspectors of factories and Certifying Surgeon only.
Back of the covering page ...	Manager's remarks regarding action taken if any.
Every numbered page .....	Inspector's or Certifying Surgeon remarks.
Back of every numbered page	Manager's remarks regarding action taken, if any.

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

B. K. Chougule, Secretary, Industries and Labour Department.

Panjim, 9th September, 1965.